

JOB DESCRIPTION FORM			
Job Title:	Management Accountant	Hay Grade	14
Department/Group:	Finance	Location:	Matraverse
Reporting to:	Finance Manager	Position Type:	Full Time
HR Contact:		Date posted:	
Current Job holder:		Start Date:	

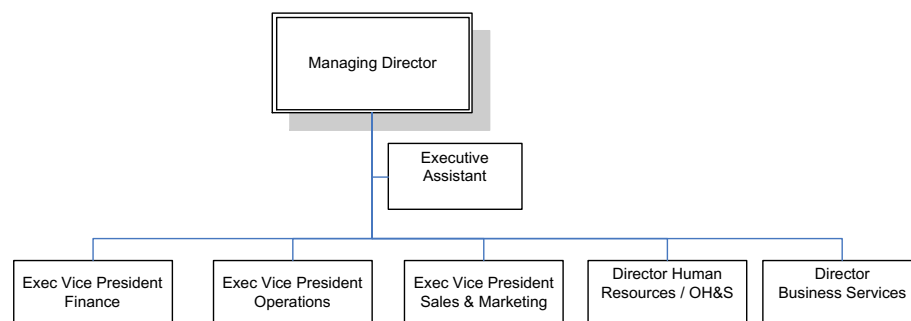
Knauf commitment - “Working together to become the market leader in lightweight construction systems.”

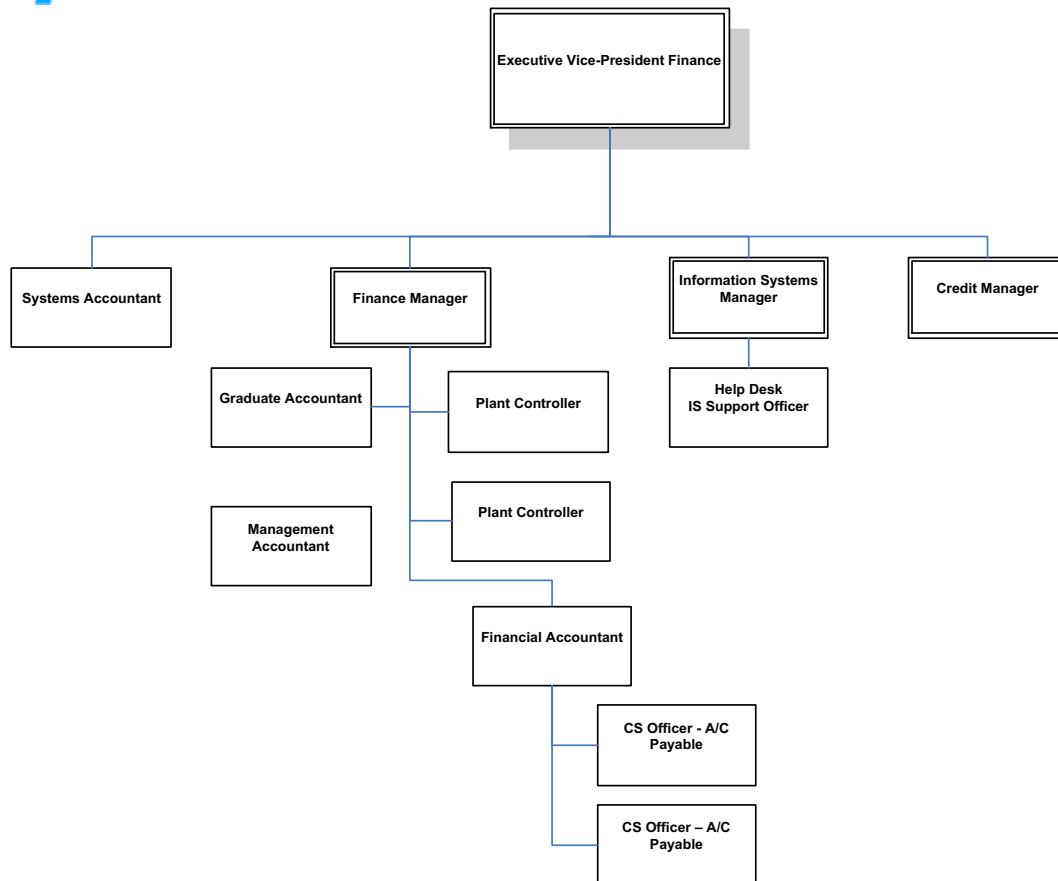
1. SUMMARY OF OVERALL JOB ASSIGNMENT

The primary purpose of the role is to coordinate and undertake preparation, analysis and distribution of financial results to provide management with:

- Timely and accurate reporting of business performance.
- Key financial and commercial input.
- And to ensure accountability and to support improved decision making and performance.

2. POSITIONING AND JOB DIMENSION WITHIN THE ORGANISATION





3. MAIN ACTIVITIES / RESPONSIBILITIES

Main Activities

- Analysis and interpretation of financial results and variances to Budget and Forecast and identification of key business trends.
- Accuracy and Timeliness of management accounts that fulfil operational and head office requirements.
- Co-ordination & completion of the monthly actual, forecasting and budget data including cash, capex and key expenditure (includes communicating with other areas as required & taking overall ownership of the month end deliverables).
- Take ownership, prepare and drive the forecasting and budget process including seeking information from the business.
- Sales analysis including product mix, margin, state profitability, market share etc.
- Preparation and reporting on monthly Margin and trends.
- Reports on credit/rebates processed for commercial to complete the month end rebates accrual.
- Review, reconcile, draft and post rebates accrual.
- Preparation of Market Info for Residential and non-residential sectors.
- Preparation of Operational P/L, State P/L, regional sales volume, product margin, products' price, customers' profitability.
- Balance Sheet Reconciliations for sales related GL accounts.
- Different Group Reporting to Germany.
- Preparation of Operational Planning templates.
- Complete both local management and Knauf Group monthly reporting.
- Participation and involvement in internal control/systems improvement as required. Apply a continuous improvement mindset to process and controls to improve the internal control environment.
- Participate in the coordination and compilation of monthly reports including internal management reports (Local) and business unit and group management reports.
- Preparation of ABS returns as required.

- Capex - assist in the preparation of proposals, including analysis, documentation and financial payback. Conduct post implementation reviews and analysis.
- Ad hoc reporting requests and information requests.
- Training of manufacturing and local state based staff in process, policy, procedure and IT systems.

Responsibilities

- To provide 'true and fair' reporting of business performance.
- To provide management with key analytical information for business decision making
- To ensure compliance with reporting deadlines, policy and procedure.
- To ensure accountability for company performance and resources.

Job Goals

- Provide management with accurate management and financial reporting and analysis
- Provide a true and fair view of the performance of the business
- Ensure integrity in all financial reporting and processes
- Ownership of the forecasting and budget process
- To ensure compliance with reporting deadlines, policy and procedure.

4. BUSINESS VALUES

- **Menschlichkeit**
 - ❖ Our differences make the difference in building a better society
- **Partnership**
 - ❖ Real Partnership does not know the difference between 'our way' and 'my way'
- **Commitment**
 - ❖ With Commitment to excellence we can be the best
- **Entrepreneurship**
 - ❖ Entrepreneurship means daring to be different ... quitting is not an option (ensuring we work within frameworks to manage the risk)

5. MINIMUM COMPETENCIES REQUIRED FOR THE JOB

Professional and/or technical competencies:

- Fully qualified (CPA/CA).
- 3 - 5 years experience
- Previous exposure to budgeting, forecasting, financial analysis and internal management reporting
- Strong understanding of financial accounting and compliance issues

Behavioural and/or managerial competencies:

- Takes personal accountability for the results
- Takes ownership of tasks & exhibits strong time management skills
- Self starter with a "Can do" attitude
- Strong interpersonal / communication skills
- Commitment to the corporate culture and values
- Outcome focused and determined to succeed in an ever-changing environment
- Positive attitude and positive orientation towards the business, its objectives and its customers
- Ability to critically review & provide "sense" check on numbers
- Enjoys undertaking "change management" process & aspires to be a leader
- Enjoys being part of a team & exhibits strong team based values
- Highly skilled in written and verbal communication

Linguistic skills: English

<i>Languages :</i>	<i>Basic knowledge</i>	<i>Moderate</i>	<i>Professional Proficiency</i>	<i>Bilingual</i>
1) English	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
2)	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
3)	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>

DATE OF VALIDATION:

Job Holder Name:	Supervising Manager Name:
Signature:	Signature:
Date:	Date:

Date Produced: 30 September 2017