

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

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. 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 and completion of the monthly actual, forecasting and budget data for sales revenue, sales quantity and rebates (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, product margin, net selling price, 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.
- Prepare regular and adhoc Group Reporting.
- 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 reports as required.

- 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.

3. 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 Excel modelling skills
- 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"/>