



*A Division of Hancock Timber Resource Group,
A Manulife Asset Management Company*

Assistant Accountant Rotorua

Hancock Forest Management NZ Ltd (HFM NZ) was established in 2004 to manage forests on behalf of Hancock Natural Resource Group's clients. We currently manage approximately 198,000 hectares of plantation forests on behalf of two clients. Forests are located in Northland, Auckland, Waikato, Bay of Plenty and Horizons Manawatu Regions. HFM NZ is strongly committed to providing a safe working environment and to being good stewards of the environment. We employ approximately 90 staff based in four locations – Tauranga, Tokoroa, Rotorua and Whangarei. Our employees are our most valuable asset and are the key to our reputation and success.

We have recently secured a new client and will begin managing their 33,000 hectares of forest estate from 1 October 2018. This will require the appointment of an Assistant Accountant to be based at our Rotorua office.

The role will support the Management Accountant in the capture and maintenance of data and assist in the collation and analysis of this data to provide timely and accurate management reporting that supports the operational planning requirements of the client entity.

Key areas of accountability include:

- Maintenance and control of the accounts payable and domestic receivable functions
- Manage and reconcile export sales activities with external service providers
- Assist with month end processes including analysis and reconciliations, reporting, and general ledger maintenance
- Ensure compliance with statutory requirements
- Assist with systems and process improvements including areas of compliance and control

Whilst a tertiary qualification in Accounting is desirable, applicants with strong practical skills will also be considered. A minimum of 3 years' experience in a relevant business environment is essential. We seek a team player who can provide a high level of service to internal clients so as to help achieve business goals. Excellent communication skills and the ability to build and foster relationships will be key. If you are a forward thinker, have a great eye for detail and can demonstrate good problem solving skills we would like to hear from you.

For a copy of the role outline please visit our website www.hfm.nz. Please send applications in the form of a cover letter and CV to our Human Resources Team at hfmnzcareers@hnrng.com by Monday 25 June 2018.



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Assistant Accountant

Hancock Forest Management (NZ) Ltd

May 2018

Location

Rotorua

Reporting to

Management Accountant

Number of reports

Nil

Key service recipients

VP Finance & Accounting
 Management Accountant
 OTPP Operations Manager
 OTPP Harvesting & Distribution Managers
 OTPP Forest Resource Manager
 Sales & Marketing Manager
 HNRGA Finance Personnel

Functional Relationships

Internal	OTPP Operations Manager OTPP Harvesting & Distribution Managers OTPP Forest Resource Manager Sales & Marketing Manager Land Manager HNRGA Finance Personnel
External	Export Sales Agent Various Domestic Sales Customers

Role Objectives

Support the Management Accountant in the capture and maintenance of data, assist in the collation and analysis of this data to provide timely and accurate management reporting that supports the operational planning requirements of the client entity.

Accountabilities		Routine Tasks
1.	Accounts Payable and Receivable	<ul style="list-style-type: none"> • Process AP invoices • Prepare and process sundry AR invoices • Prepare monthly creditor payment batches • Reconcile AR and AP ledgers to the control accounts • Credit control • Liaise with customers and suppliers to resolve queries in a professional manner
2.	Export Sales	<ul style="list-style-type: none"> • Liaise with export supplier on information required • Ensure all invoices for shipping; port and commission costs are accurate • Process all export invoices and ensure payment of invoices is timely • Reconcile month end sales reporting to export and domestic sales information
3.	Bank Reconciliation	<ul style="list-style-type: none"> • Reconcile the USD and NZD bank accounts • Monitor funding requirements for payment runs • Draft preparation of weekly cash flow reports
4.	Management Accounting & Reporting and General Ledger Maintenance	<ul style="list-style-type: none"> • Process monthly journals required for monthly financial reporting • Assist in the preparation of the monthly management reports • Provide management accounting analysis to support the business • Assist with preparation of monthly balance sheet reconciliations.
5.	Ensure the business complies with the statutory requirements – FBT, GST, Statutory returns, etc.	<ul style="list-style-type: none"> • Assist with preparation and filing of GST, PAYE and NRWT • Assist with financial year end reporting requirements • Assist with yearly external audit
6.	Systems & Process Improvements	<ul style="list-style-type: none"> • Assist in ensuring all systems and processes are documented and followed • Maintain ongoing information flows, process documentation and reporting to support operational effectiveness
7.	Compliance and Control	<ul style="list-style-type: none"> • Assist in the completion of required interim and year-end audit work preparation
8.	Other tasks	<ul style="list-style-type: none"> • Other tasks and responsibilities as required

Competencies

Competencies	Details
Educational qualifications & work experience	Diploma or degree in accounting or working towards one. Depending on applicant's skills and experience a tertiary qualification is not essential. Minimum of 3 years' experience in a relevant business environment.
Business & commercial acumen	Understands and applies general business management principles and practices.
Teamwork	Works co-operatively with others.
Results-oriented	Achieves goals in a timely manner while providing excellent client service. Self-Motivated.
Communication	Excellent communication (verbal and written) and interacts effectively with others in a wide range of situations. Attains positive outcomes through influencing skills.
Developing Relationships	Builds effective relationships to achieve business goals and mutually beneficial outcomes. Have high personal integrity, set and maintain professional standards at all times. Builds trust.
Planning/Organisational Skills	Plans actions to accomplish goals systematically, including establishing timeframes, allocates resources, and follows up on details. Commitment to meeting strict reporting timeframes. Ability to work under pressure.
Analysis and Decision Making	Secures a variety of written information and identifies key issues and relationships. Takes or recommends a course of action.
Problem Solving	Generates solutions to problems by systematically breaking them down into component parts. Ability to think outside the box is essential.