



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

Finance Assistant 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 exciting new opportunity for our business will require the appointment of a Finance Assistant to be based at our Rotorua office.

The role will be primarily responsible for managing the log accounting system for this client. This involves processing of log docketts using the company's forest logistics tracking system in order to generate monthly invoices. The role will also include accounts support as required.

To be considered for this role you must be a team player with excellent communication skills, and able to build and foster relationships to help achieve business goals and outcomes. We are seeking a forward thinker who demonstrates good problem solving skills as the ability to think outside the box is essential with this role. An understanding of basic accounting principles and computer literacy with above average excel skills is required.

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@hnrsg.com by Monday 25 June 2018.

Finance Assistant

Hancock Forest Management (NZ) Ltd

May 2018

Location

Rotorua

Reporting to

Management Accountant

Number of reports

Nil

Key service recipients

VP Finance & Accounting
OTPP Operations Manager
Harvesting Foresters
Harvesting Contractors
Logistics Provider
Woodflow Scheduler
Sales & Marketing Manager

Functional Relationships

Internal	OTPP Operations Manager Harvesting Foresters Woodflow Scheduler Sales & Marketing Manager Land Manager
External	Harvesting Contractors Distribution Contractor Domestic Sales Customers Various Weighbridge Operators

Role Objectives

To ensure that all transactional data of OTPP New Zealand Forest Investments Limited is processed in the Log Accounting system in a timely, complete and accurate manner and that the source documents relating to each transaction are filed in a logical and organised manner. Additionally the role will provide support to the finance team as required.

Accountabilities		Routine Tasks
1.	Monthly creation of buyer created tax invoices, sales invoices and reconciliation of docket.	<ul style="list-style-type: none"> • Ensure timely, complete, and accurate data processed into the log accounting systems • Maintain monthly deadline for creation of buyer created tax invoices, sales invoices and reconciliation of docket • Process dockets received either electronically from weighbridges, or entered manually • Validate dockets as they are entered to make sure that they don't contain errors • Create and maintain Sales Agreements with Customers as per approved sales contracts • Create and maintain Contractor Agreements for Logging, Loading and Cartage Contractors approved by the harvesting foresters or OTPP Operations Manager • Create and maintain docket book record keeping • Associate this information with the docket database to produce missing docket reports to aid in the tracing of missing dockets from docket books; • Create and maintain agreed forest conversion factors in conjunction with the RST forester or the RST Manager • Produce management reports covering the entire supply chain from production through to sales • Create monthly invoices and invoicing detail files to aid Customers, or Contractors in the reconciliation of their invoices or payments • Create month end files of payment or invoicing for upload into the financial system
2.	Levy Calculations	<ul style="list-style-type: none"> • Calculation of monthly road user levy invoices for OTPP NZ • Assist in the creation of the data reconciliation for the Forest Owners Levy
3.	Reporting	<ul style="list-style-type: none"> • Contribute to operational planning activities by providing appropriate reports to operational managers and foresters
4.	Finance support	<ul style="list-style-type: none"> • Assist with other accounting tasks such as invoice entry as directed by the Management Accountant. • Role cover for certain Assistant Accountant tasks
5.	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

6.	Compliance and Control	<ul style="list-style-type: none"> Assist in the completion of required interim and year-end audit work preparation
7.	Operational Support	<ul style="list-style-type: none"> Support operational teams in the completion of project proposals and business cases Liaise with customers and suppliers to resolve docket queries in a professional manner
8.	Other tasks	<ul style="list-style-type: none"> Other tasks and responsibilities as required

Competencies

Competencies	Details
Educational qualifications & work experience	Application of basic accounting principles and computer literate. Above average excel skills. Industry knowledge preferred but not essential.
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.