



A Manulife Investment Management Company

Accountant

Tauranga

Our Business

Hancock Forest Management NZ Ltd (HFM NZ) protects and manages the forest assets owned by the Hancock Natural Resource Group's investment clients. These institutional investors own 230,000 hectares of plantation forests in New Zealand, producing an annual harvest volume of almost 5 million m³. Providing a safe and inclusive workplace for its employees and contractors and managing all operations to ensure excellence in environmental outcomes are HFM NZ's highest priorities.

The Role

We're looking for an experienced Accountant to join our finance team based in Tauranga. The primary function of the role is to support management oversight of the finance and accounting functions of HFM NZ and the client entities we serve. The incumbent will be accountable for the preparation of accurate and timely reporting of financial data related to the day-to-day property activity and oversight of the financial performance of our client entities. These tasks are to be performed in a collaborative team environment involving HFM NZ operations and finance staff along with counterparts in other parts of our global business. The role is also a people leader in the finance team with staff management responsibilities.

What We Can Offer You

HFM NZ is one of New Zealand's largest forest management companies and will offer a highly competitive package to our chosen candidate. Along with base salary and annual bonus we also provide a suite of benefits including health insurance, trauma, income protection and life insurance, additional KiwiSaver contributions, gym subsidy, long service leave and now also paid parental leave. Generous financial support for formal external tuition can be accessed to ensure our employees can learn and grow while working with us. HFM NZ also supports employee health and wellbeing and the importance of work/life balance and provides flexible work arrangements wherever possible.

What We're Looking For

We're interested to hear from candidates who are tertiary qualified and hold a CA membership to the Institute of Chartered Accountants. Along with this we'd like to see at least 2-5 years accounting experience in a comparable industry. It goes without saying that an eye for detail and a methodical approach are critical. In addition to these commercial skills and experience, we need a strong people leader with excellent communication and relationship management skills as we hope to find someone who can mentor and develop staff. We will also value a positive can do attitude and someone who is not afraid of change that can champion innovation and improved efficiency whether this be processes or systems.

To Apply

If you'd like to join our team in the sunny Bay of Plenty, more information can be found on our website www.hfm.nz. Please send applications in the form of a cover letter and CV to our Human Resources Team at hfmnzcareers@hnr.com by 28 September 2020.

HFM NZ is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. All applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, disability, or age. HFM NZ values diversity and inclusion and is comfortable to provide any reasonable necessary accommodation to foster such a workforce.

Accountant

Hancock Forest Management (NZ) Ltd

Sept 2020

Location

Tauranga

Key service recipients

Vice President Finance and Accounting (VP)
Regional Managers
Harvesting & Distribution Managers
Forest Resources Managers
Sales & Marketing Manager
HNRGA Finance Personnel

Role Purpose

This role exists primarily to support the management oversight of the finance and accounting functions of HFMNZ and the client entities served. This is a strong leadership role, responsible for the development, support, and oversight of key functions within the finance department. This position is accountable and responsible for the preparation of accurate and timely reporting of financial data related to the day-to-day property activity and oversight of the financial performance of the client entities. These tasks are to be performed in a collaborative team environment involving HFMNZ staff and appropriate HNRGA and HNRG regional and Boston representatives.

Accountabilities		Routine Tasks
1.	Financial and Management Accounting and Reporting	<ul style="list-style-type: none"> Lead the process for monthly and quarterly reporting of HFMNZ and its client entities' monthly financial and management reports, ensuring accuracy, integrity, adherence to agreed timeframes and to a high standard. Includes a requirement to directly prepare and post journals as needed to support the execution of the month end process. Provide management and financial accounting analysis to support the businesses including variance analysis against budget and forecast. Understand and communicate business event / activity impacts to financials. Lead the Accounts Receivable and Accounts Payable processes, including review of batch entries, and some direct transactional processing. Preparation of authorisation of payment batches in banking systems in

		<p>accordance with delegated authorities.</p> <ul style="list-style-type: none"> • Lead the preparation and completion of operating budgets and forecasts for assigned companies, including the preparation of board materials. • Provide key balance sheet reconciliations and review other reconciliations prepared by direct reports. • Assist with cash flow reporting and forecasting for the allocated businesses, and assist in managing cash and working capital. • Liaise with customers / vendors to resolve outstanding issues and address other stakeholder issues and concerns. • Assist in the maintenance of appropriate support documentation for the control of approved suppliers and customers (add/change). • Other duties as required
2.	Leadership and Contribution	<ul style="list-style-type: none"> • Contribute to the development of strategic initiatives to improve business operating results and achieve required outcomes for HFMNZ and all investment clients. • Assist the VP, and senior managers in analysis of processes, procedures and cost structures to improve internal controls, efficiency, and cost effectiveness of operations.
3.	Asset Stewardship	<ul style="list-style-type: none"> • Ensure policy and control procedures are adhered to, maintaining appropriate internal controls safeguards. • Ensure contractor insurance registers are current and in conformance with contractual and policy requirements. • Ensure that asset registers are current, reflecting additions / disposals by reviewing fixed assets reconciliations.
7.	System and Process Stewardship	<ul style="list-style-type: none"> • Lead (under guidance from VP) the continued development of appropriate accounting and reporting systems to improve operational reporting and analysis.

		<ul style="list-style-type: none"> • Maintain consistent application of established internal control systems and procedures in order to safeguard and manage company and client assets. Assist in the regular review of these systems and procedures to ensure business relevance and compliance. • Assist in the maintenance of strong asset controls and ongoing management of company or client assets.
5.	Staff Supervision and Team Leadership	<ul style="list-style-type: none"> • Ensure direct reports achieve daily / weekly / monthly tasks. • Provide coaching to enable staff to achieve improvements in performance. • In conjunction with staff, establish periodic goals and monitor progress towards these. • Conduct and document regular performance reviews (formal and informal). • Ensure staff understand the performance level expected of them. • Ensure company HR policies and practices are adhered to.

Competencies

Core Competencies	Details
Business Acumen	Strong commercial skills and understands, applies general business management principles and practices.
Teamwork	Works co-operatively with others to achieve organisational goals and strategies.
Customer Commitment	Discovers, understands and takes personal responsibility to meet external and internal customers' needs and considers the impact of all activities to the customer.
Communication	Communicates (verbal and written) and interacts effectively with others in a wide range of situations. Attains positive outcomes through influencing skills.
Openness to Change	Adapts and works effectively in a changing environment.
Analysis and Decision Making	Secures a variety of written information and identifies key issues and relationships. Takes or recommends a course of action.

Continuous Performance Improvement	Finds creative and new solutions and manages the change process, helps the organisation move towards an enhanced competitive position.
Results Focus	Demonstrates motivation and perseverance with plans to achieve outcomes.
Developing Relationships	Builds effective relationships to achieve business goals and mutually beneficial outcomes. Have high personal integrity and set and maintain professional standards at all times. Builds trust
Planning/ Organisational Skills (Multi- tasking)	Plans actions to accomplish goals systematically, including establishing timeframes, allocates resources, and follows up on details. Commitment to meeting strict reporting timeframes.
Learning and Development	Demonstrates commitment to ongoing learning and growth in both personal and professional capacities
Problem Solving	Generates solutions to problems by systematically breaking them down into component parts.

Qualifications

Qualification/Skill/ Experience	Details
Educational qualifications	Must be tertiary qualified and hold a CA Membership to the Institute of Chartered Accountants.
Work experience	2 to 5 years accounting experience and preferably in a comparable industry.