

POSITION DESCRIPTION

Job Title: Grower Entities Accountant

Department: Grower Entities

Location: Head Office

Reports to: Grower Entities Manager

ROLE OBJECTIVE

To provide payment, accounting, analysis, forecasting and administrative functions for the grower entities and fruit groups administered by Seeka.

Primary accountabilities

- Payments: transaction, analysis and reporting of entity payments to growers and service providers
- Accounting: preparation, analysis and reporting of monthly and annual accounts for grower entities; IRD compliance; auditor liaison
- Reporting: communication of payments and accounts to the respective grower governance groups, growers and Seeka
- Analysis: provide analysis and interpretation, particularly related to pool policies and Seeka advance requirements and other ad hoc analysis as needed
- Entity administration: review of pool policies, preparation of annual contract with Seeka and pool policies; meeting administration; Companies Office administration; Statistics NZ compliance
- Ad hoc: other tasks as required

Accountabilities for specific entities and fruit groups will be agreed annually.

KEY RESPONSIBILITY: Payments

TASKS

- Prepare grower distributions of income and costs, within the framework of the pool policies
- Manage entity cash flow and, where applicable, manage the balance of grower payments with Seeka payments
- Communicate payment details to stakeholders
- Obtain the appropriate authorisations for payments
- Peer review payments prepared by other team members

KEY MEASURABLES

- Pool policies are correctly applied
- Seeka PH charges are calculated and applied accurately
- Entity cash flow and balances are appropriate for the entity
- Payments are accurate and error-free
- Payments are made on time every time
- Communications are clear, concise, accurate; additional context is provided as appropriate
- Grower governance bodies are well informed; all required payment authorisations are obtained

KEY RESPONSIBILITY: Accounting

TASKS

- Manage financial records for the entity and complete monthly and annual accounts
- Liaise with auditors and entity audit committee (where applicable); prepare year-end audit work-papers; prepare annual report
- Liaise with external accountants to complete and file tax return
- Ensure IRD compliance
- Communicate monthly financials to the entity governance body

KEY MEASURABLES

- Month end processes and reconciliations are completed in an accurate and timely manner
- Stakeholders are kept well informed of financial position of the entity
- Entity annual audit process is efficient, and the audit is clean
- IRD requirements are met
- Supporting documentation (invoices, payment records etc.) is filed per team protocols

KEY RESPONSIBILITY: Analysis

TASKS

- Complete and communicate analysis according to business needs and priorities
- Provide a particular focus on, but not limited to:
 - Seeka advance requirements
 - Impact of changes to post-harvest charges
 - Pool policy analysis and implications

KEY MEASURABLES

- The implications of changes of post-harvest charges on advance requirements and grower submit payments are understood and communicated
- Changes to entity policies are analysed and interpreted for stakeholders in a clear manner

KEY RESPONSIBILITY: Entity administration

TASKS

- Review pool policies annually and develop recommendations accordingly
- Review the entity contract with Seeka annually, considering any policy amendments and pricing changes, update accordingly
- Provide entity meeting administration as required
- Ensure compliance with IRD, Companies Office and Statistics NZ requirements

KEY MEASURABLES

- Potential changes to entity policies are reviewed and considered in the light of the current industry environment and recommendations are made and communicated accordingly
- Policies and contracts are reviewed and communicated in a timely manner, as appropriate to the entity
- Entity meetings are prepared for and conducted according to Seeka standards
- Compliance requirements are fulfilled

KEY RESPONSIBILITY: Team support

Additionally, all members of the team have responsibility for a team and Seeka focus:

- To provide assistance where it is needed to ensure that all team outputs are completed
- To provide peer review functions
- To have a quality control focus

- To have a continuous improvement focus and actively look for ways to add-value

TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Role specific knowledge: 3 - 5 years in accounting or finance related roles
- Software/Technology: experience using accounting software
- Microsoft Office Suite: intermediate to advanced – especially in Excel
- Qualifications: bachelor's degree in accounting or finance
- Numeracy: experience working with and a good understanding of financial information
- Reporting: experience producing accurate reports to set criteria
- Industry knowledge: experience of kiwifruit, horticulture or primary industry is preferred.
- Process improvement: experience improving company process or policy.

PERSONAL ATTRIBUTES

- Detail oriented: meticulous and thorough approach to accuracy and completeness. Able to identify and correct errors before they become problems. Has a focus on quality.
- Strong verbal and interpersonal skills: able to communicate clearly and effectively and at the appropriate level with various types of people (i.e. with senior managers, colleagues and growers).
- Self-motivated/self-managed/self-starter: has an underlying concern for doing things better. Is self-driven, self-motivated and enthusiastic.
- Leadership/influencing others: can articulate a common vision and provide others with a sense of direction. Able to persuade, convince, influence or impress in order to gain support or to have a specific impact on others.
- Problem solving skills: identifies the root causes and breaks the problem down into the key issues. Grasps new concepts and can see the problem in relation to the bigger picture. Generates multiple explanations and solutions.
- Analytical and conceptual thinking: able to analyse and synthesise experience, observations and information to evaluate options and identify patterns and future possibilities.
- Flexible/adaptive/resilient: able to shift strategies and accept other viewpoints. Adapts quickly and effectively to changing situations. Able to overcome disappointments and learn from the setbacks to bounce back. Able to adjust to unexpected change.
- Team player: able to work effectively with others to achieve an optimal outcome.
- Organised/time management/prioritisation: able to take an organised approach to all tasks in order to prioritise them according to the demands of the business.
- Decision making: ability to make sound, informed decisions quickly and to take ownership of these decisions and their outcomes.
- Confidentiality awareness: aware of sensitivities of particular information and able to remain professional and confidential in all situations.

SIGNED IN AGREEMENT

By signing this document, I acknowledge that I have read and agree to the requirements of the role as outlined in the position description above.

Date:

Signed in agreement by the employee

Date:

Signed on behalf of Seeka Limited