
POSITION DESCRIPTION

Job Title: Financial Analyst

Department: Finance

Location: Head Office

Reports to: Financial Planning & Analysis Manager

ROLE OBJECTIVES

The main objectives of the role are:

- **To provide Operational and Finance team management with reporting and analysis that is insightful, accurate and timely**
- **To act as a point of administration, improvement and training relating to Seeka's financial systems**

The role will help to empower managers across Seeka to make timely financial decisions to assist with delivery of their business objectives

KEY RESPONSIBILITIES:

Seeka reporting and analysis:

- Assist with, and where appropriate lead, the development and roll out of financial reporting and analysis related to all Seeka's divisions
- Identify and create thoughtful, meaningful, and innovative reports that provide value to stakeholders
- Manage Seeka's capital reporting, providing visibility of project spend, variances and insights for budget owners

Systems management and administration:

- Support ERP and finance system changes, upgrades, testing and releases; create documentation and uplift reporting and usage maturity through training and guidance.
- Assist with user access requests, role updates and system configuration

Budgeting, forecasting and accounts preparation:

- Contribute to budgeting and forecasting processes for all Seeka divisions
- Contribute to month end journals and performance of reconciliations for preparation of Seeka's monthly, half yearly, and annual accounts

Communication with Operational and Finance stakeholders:

- Form close communication channels with Operational and Finance stakeholders to help them understand financial reporting and analysis. Play a key role in enabling their informed financial decision making

TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

Experience producing accurate and insightful reporting:

- Proven track record of delivering insightful, accurate and timely reporting and analysis to a management audience
- Identifies key messages and communicates these clearly
- Strong analytical skills with the ability to manipulate large datasets using Excel, PowerQuery, SQL, and DAX
- Experience using data models and data analysis tools such as PowerBI

Strong accounting, systems and industry knowledge:

- Able to understand financial information and prepare reporting and analysis in line with accounting principles
- Relevant qualification in finance, accounting, information systems, data analytics, or a related field
- Chartered Accountant or studying towards this would be advantageous but not essential
- Familiarity with Greentree or other ERP or accounting software is required
- Experience in the kiwifruit industry is beneficial

PERSONAL ATTRIBUTES

Communication:

- Confidence to communicate directly with senior management to discuss or present results of analysis, assist in financial decision making, and scope further analysis and reporting
- Able to adapt communication style to 'speak the same language' as stakeholders and colleagues of all levels and across different parts of the business

Organisation skills:

- Able to prioritise in a busy environment with competing stakeholder needs. Manages personal workload to deliver output on a basis that is timely for end users
- Sets expectations and keeps team members and stakeholders updated with progress

Accuracy:

- Recognises the importance of accuracy in reporting, accounting, and forming of financial conclusions
- Strong attention to detail, takes pride in quality of work done

Driven:

- Always up for a challenge, thrives on opportunities to exercise creativity to solve a problem
- Flexible, adaptive and resilient. An innovative thinker that is able to shift strategies and understand other viewpoints. Adapts quickly and effectively to changing situations

Team player:

- Able to work effectively with others and willing to make suggestions to drive improvement
- Maintains professional standards for behaviour, speech, appearance and administration in line with Seeka's values
- Confidential Nature – aware of sensitivities of particular information and is able to remain professional and confidential in all situations

SIGNED IN AGREEMENT

By signing this document, 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