



MSF Sugar Pty Ltd is an integrated grower, processor, marketer and exporter of raw sugar. We are Australia's largest sugarcane farmer, second largest raw sugar exporter and third largest miller. MSF Sugar has a 124 year heritage in Australia and a future which centres on being an efficient, reliable, high quality supplier of sugar to international markets.

Management Accountant/Business Analyst – Mulgrave Mill Gordonvale

Applications are invited for the position of Management Accountant/Business Analyst – Mulgrave Mill to join the MSF Sugar team. This is a fulltime position, located at our Corporate Office in Gordonvale, which is approximately 20km south of Cairns.

Reporting to the Chief Financial Officer, you will hold a key role in partnering with the Management Team of the Mulgrave Mill. The role will be responsible for the financial management of the business unit, including budgeting and forecasting, P&L analysis, variance analysis and commentary, reporting, financial modelling, cost control, and the financial management of capital projects.

This role would suit a professional with a strong analytical mind, advanced written and verbal communication skills, with a minimum of five years' experience within a medium to large scale organisation in the role of management accountant or business analyst. The ideal candidate will also need to possess advanced excel skills and knowledge of ERP accounting systems.

MSF Sugar offers a supportive and positive team environment. This is an exciting opportunity to be part of a major player in Australian agribusiness.

Applicants may be required to undergo pre-employment medical and drug and alcohol testing.

Further information can be found on our website or by contacting:

Belinda Kenny – Chief Financial Officer

Phone: 0439 745 797

Email: belindakenny@msfsugar.com.au

To apply, click 'Apply for this job' via SEEK.

Applications close on **22nd March 2019**.



MANAGEMENT ACCOUNTANT MULGRAVE POSITION DESCRIPTION

POSITION TITLE:	Management Accountant/Business Analyst - Mulgrave
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POSITION AUTHORISATION:

INCUMBENT:	 (Signature) (Date)
PREPARED BY:	Belinda Kenny (Signature) (Date)
APPROVED BY:	Belinda Kenny (Signature) (Date)

POSITION DEMOGRAPHICS:

Business Group/Division	Business Services – Mulgrave
Reports Directly to:	Chief Financial Officer
Reports Indirectly to:	General Manager – Mulgrave Mill
Subordinates:	Nil
Team membership:	Finance and Administration Mulgrave Mill Management Team
Work Site:	Mulgrave Mill Administration Office.
Job Status:	Permanent - Full Time
Hours in Attendance:	40 hour week
Qualifications / Experience:	Bachelor of Business/Commerce (Accounting) 5 to 10 Years Experience preferably with some sugar industry.

POSITION PURPOSE:

The role of Management Accountant/Business Analyst- Mulgrave is to provide a complete financial and accounting support to each of the Operational Departments on the Mulgrave Mill Site. Additionally this role is integral in allowing a working link between the northern business operations and the finance team of MSF Sugar Limited to achieve overall company objectives.

The Management Accountant Mulgrave forms part of the Mulgrave Mill site management operations team and so is also responsible not only for the provision of finance and accounting services but to ensure each of the company’s policies and procedures are being adhered to.

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MANAGEMENT ACCOUNTANT MULGRAVE POSITION DESCRIPTION

This position also requires leadership to implement and enforce policies and procedures that are specifically Finance and Accounting related across the whole Mulgrave Mill site.

As the main on site finance and accounting representative with other operational department heads it is critical to build and foster solid working relationships with each of the on-site management team members and also other related on site operational staff.

The integrity of financial reporting being provided to site personnel is an essential component for current financial performance and is used to make informed decisions going forward in the business, so accuracy and correctness are paramount.

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MANAGEMENT ACCOUNTANT MULGRAVE POSITION DESCRIPTION

AUTHORITY TO ACT

Budget:
Purchasing:
Finance/Administration:
Correspondence:

Compliance:

- Comply with accounting standards
- Corporations Act
- Tax Act
- External audit / tax advisers
- Internal auditors

KEY RELATIONSHIPS (Internal & External)

The Management Accountant/Business Analyst - Mulgrave supports the daily operational site supervision staff at the Mulgrave Mill. The Management Accountant/Business Analyst - Mulgrave also supports the Chief Engineer; Factory Manager; Cane Supply Manager; and other company staff for special projects.

Additional relationships need to be established with:

- Shared Services Manager
- Compliance Accountant
- Other Management Accountants/Business Analysts
- External Auditors
- Internal Auditors
- HR Manager
- Supply Contractors eg. Mud/Ash; Cane/Sugar/'A' Molasses/Molasses Transport

KEY RESULT AREAS

Areas	Elements
<i>Budgeting/Forecasting</i>	Co-ordinate the preparation of the operating, maintenance and capital budgets for the Mulgrave Mill. Involvement to assist in the collation of the cane yields and mill production statistics including inter-mill transfers for the 3 northern mills. Budget Reviews are undertaken Bi-Monthly. Monitor budgets and forecasts to ensure appropriate cost control.
<i>Management Reporting</i>	Provide weekly management reports for the Mulgrave site. Ensure the reporting data accurately reflects site operations. Preparation of monthly journals and reconciliations. Monthly reporting requirements to Mitr Phol

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MANAGEMENT ACCOUNTANT MULGRAVE POSITION DESCRIPTION

Areas	Elements
Capital Projects	Growth projects require financial justification analysis to be undertaken to determine appropriate level of IRR and payback. Ensure each CEA for SIB and Growth are completed and authorised correctly. Provide weekly Capital Expenditure Reports for the Mulgrave site. Post Audit Capital Expenditure Reviews.
Accounting Systems	Amend financial reporting to reflect actual operations at mill site. Maintain Chart of Accounts Constantly seeking improvement in inventory and Purchasing Finance One Systems.
Asset Register	Ensure each asset register is being maintained so depreciation calculations are accurate.
Policies and Procedures	Be actively involved to ensure Policies and Procedures are implemented and being maintained, and being followed by all users.
Auditors	Liaise with Internal and External Auditors, and the finance team to ensure compliance with company policy and statutory requirements.
Compliance	Co-ordinate annual returns – Energy Reporting, Fuel Rebates, Fringe Benefits Tax, REC's/LGC's. Assist with year end processing in accordance with accounting standards. Calculate motor vehicle salary packaging arrangements for staff and ensure this is updated.
Contracts Management	Provide assistance with General Managers on material contracts, that agreements are updated and implemented, and pricing are current for each season.
Insurance	Provide support to the Company Secretary for the Group's insurance policy and procedure and insurance claims.
Internal Control	Monitor internal control procedures to ensure accountability using monthly internal control checklist.
Treasury	Assist Group Manager Treasury and Risk with cash flow forecasts particularly with large Growth Capital Projects.

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MANAGEMENT ACCOUNTANT MULGRAVE POSITION DESCRIPTION

SKILL REQUIREMENT

Skill Category	Skills
Enabling Skills	University Degree Keyboard skills Microsoft Word, Excel and Outlook operation Accounting Software Operation
Essential Skills	Team Leadership Problem solving - investigation, analysis and decisiveness Performance monitoring Compliance with legislation Compliance with policies and procedures Planning – prioritising Attention to detail Auditing Communication
Desirable Skills	Ability to enlist co-operation Self-organised Handle conflict Reliability Reporting Team Work

GENERAL

This document outlines the unique characteristics of this position as a guide to role, scope and responsibilities of the position and skills required of the position incumbent.

In addition to these responsibilities the incumbent is an employee of the Mill and as such is accountable to the code of employee behaviour (Code of Conduct) defined by management and related to the company ten overarching policy statements.

Furthermore the incumbent's role is not limited to the areas defined but subject to the organization's needs, may be varied from time to time consistent with the incumbent's training and skills.

Finally, this document serves primarily to make clear to the incumbent the areas of organisation activity for which the incumbent has sole or team member responsibility. Standards within which tasks are to be performed, performance is measured and targets are set for improvement will be covered under performance review and continuous improvement processes.

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