



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.

Assistant Accountant
Gordonvale / South Johnstone

Applications are invited for the position of Assistant Accountant to join the MSF Sugar team. This is a fulltime position, located at our Corporate Office in Gordonvale 3 days a week and 2 days a week at South Johnstone office.

Reporting to the Group Finance Manager, you will hold a key role in the Corporate Compliance and Reporting Team. The role will be responsible for assisting the Business Analyst and Financial Accountants to prepare month end journals, reconciliation, including budgeting and forecasting, P&L analysis, variance analysis and commentary.

This role would suit a graduate accountant with a strong analytical mind, advanced written and verbal communication skills, with a minimum of 3 years' bookkeeping/accounting experience within a medium to large scale organisation. 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:

Valerie Valdez – Group Finance Manager

Phone: 0429 849 167

Email: valerievaldez@msfsugar.com.au

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

Applications close on **17th May 2019**.



ASSISTANT ACCOUNTANT POSITION DESCRIPTION

POSITION TITLE:	Assistant Accountant
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POSITION AUTHORISATION:

INCUMBENT:	Assistant Accountant (Signature) (Date)
PREPARED BY:	Group Finance Manager (Signature) (Date)
APPROVED BY:	Chief Financial Officer (Signature) (Date)

POSITION DEMOGRAPHICS:

Business Group/Division	Corporate - Finance
Reports Directly to:	Chief Accountant / Group Finance Manager
Reports Indirectly to:	Business Analyst SJ/TB Mills & Chief Financial Officer
Subordinates:	Nil
Team membership:	Compliance Team
Work Site:	South Johnstone Administration Office/Mulgrave Mill Corporate Office (40/60)
Job Status:	Permanent - Full Time
Hours in Attendance:	40 hour week
Qualifications / Experience:	Bachelor of Business/Commerce (Accounting) Minimum 3 years' bookkeeping/accounting experience in Commerce or Public Accounting Firm.

POSITION PURPOSE:

The role of Assistant Accountant South Johnstone is to provide assistance to the Business Analyst for South Johnstone Mill and Tableland Mill a complete financial and accounting support to South Johnstone and Tableland Mills

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More specifically this role provides assistance and back up as necessary for the financial accountants in the preparation of financial reports, general ledger journals and reconciliations and compliance related taxation and reporting.

This role will ultimately work closely with all areas of the company in relation to day to day aspects of financial management in particular the South Johnstone and Tableland Mill sites.

KEY RELATIONSHIPS (Internal & External)

The key relationships will be with the following:

- Compliance Team
- General Managers/Business Unit Managers
- Management Accountants/Business Analysts
- Shared Services Team
- Chief Financial Officer

Additional relationships

- External Auditors
- Internal Auditors
- External Tax Advisers
- ATO/ABS

KEY RESULT AREAS

Areas	Elements
<i>End of Month</i>	<ul style="list-style-type: none"> • End of month accrual journals • Reconciliation of clearing accounts
<i>Management Reporting</i>	<ul style="list-style-type: none"> • Provide weekly management reporting for the South Johnstone and Tableland mills including variance reporting and capex report. • Maintenance and compilation of South Johnstone and Tableland Chart of Accounts • Assist Business Analyst in preparing for reforecasts and budgets.
<i>Capital Projects</i>	<ul style="list-style-type: none"> • Set up capital account numbers in Finance1 • Maintain Capex Report • Provide details of project costs as and when required.
<i>Compliance</i>	<ul style="list-style-type: none"> • Co-ordinate periodic/annual returns – NGERS Reporting; Fuel Rebates; Administer Registrable Plant; Motor Vehicle Registrations; DNR special leases and licences. • Coordinate and prepare and lodge ABS reports for all aspects of the business.

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Areas	Elements
<p>Financial Reporting</p> <p>Auditors</p>	<ul style="list-style-type: none"> • Prepare and lodge Business/Instalment Activity statements for entities in the MPAH Group. • Prepare and lodge monthly and annual payroll tax reports for entities in the MPAH Group. • Assist in information gathering for the purpose of preparation of the Fringe Benefits Tax Return • Preparation of monthly journals and reconciliations for consolidation for the group's monthly financial reports. • Accounting for Mourilyan Molasses Terminal Company • Accounting for M&M Molasses Terminal Company • Provide assistance to fulfil the requirements of the external auditors • Provide assistance to fulfil the requirements of the internal auditors

SKILL REQUIREMENT

Skill Category	Skills
Enabling Skills	University degree in Bachelor of Commerce (Accounting)
Organisation Skills	Application of policy & procedures Record Keeping –Archiving Communication – logs, forms, memos, emails, reports, telephone Auditing
Essential Skills	Keyboard skills Advance Microsoft Word, Excel and Outlook operation Report writing Problem solving - investigation, analysis and decisiveness Compliance with legislation - policies and procedures Planning – prioritising
Desirable Skills	Ability to enlist co-operation Ability to explain accounting and taxation concepts Self-organised Reliability
Personal Traits	Self-motivated Takes initiative Precise – detail oriented Helpful Willing to share knowledge

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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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