



## Position Vacant

### ***Financial and Planning Analyst*** ***Corporate Office – Mulgrave Mill***

Applications are invited for the position of Financial and Planning Analyst to join the MSF Sugar team. This is a fulltime position, located at our Corporate Office located in Gordonvale, which is approximately 20km south of Cairns.

#### **The Opportunity**

Reporting into the Group Manager Treasury & Risk you'll play an integral role in providing financial support to the Treasury and Marketing teams as well as the wider group in a highly diverse and dynamic team environment.

Specifically, you'll be heavily involved in transactional processing of Treasury and financial risk management instruments as well as cash flow modelling and financial analysis across the business.

#### **Responsibilities**

- Confirmation and settlement of commodity and financial hedge transactions
- Recording and processing of treasury funding transactions
- Reconciliation of OTC hedge positions, futures transactions and cash balances
- Accounting, hedge accounting, documentation and effectiveness testing
- Interest rate accruals
- Consolidating forecasts for cane supply, raw sugar production, marketing plans and pool allocations for the purposes of treasury and risk management reporting
- Assist with cash forecasting and cash management
- Treasury and risk management analysis and reporting, including weekly risk reports
- Process improvement around treasury reporting & forecasting functions
- Administration and development of the company's treasury system (Visual Risk)
- Liaise with the internal and external parties

#### **Experience/Qualifications**

- Degree qualified in business, finance or commerce
- Understanding of treasury products and/or financial risk management products
- Interest and understanding of computed based systems (including Microsoft Excel)
- Working experience in banking, cash management or financial risk management

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:

**MSF Sugar - Human Resources**

Email: [careers@msfsugar.com.au](mailto:careers@msfsugar.com.au)

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

Applications close on **7<sup>th</sup> January 2021**.



**Position Description**

<b>Position Title:</b>	<b>Financial and Planning Analyst</b>
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**POSITION AUTHORISATION**

<b>Incumbent:</b>		..... (Signature)	..... (Date)
<b>Prepared By:</b>	Group Manager Treasury & Risk	..... (Signature)	..... (Date)
<b>Approved By:</b>	Chief Financial Officer	..... (Signature)	..... (Date)

**POSITION DEMOPGRAPHICS**

<b>Business Group/Division</b>	Finance & Admin
<b>Reports Directly to:</b>	Group Manager Treasury & Risk
<b>Reports Indirectly to:</b>	Chief Accountant
<b>Subordinates:</b>	
<b>Team membership:</b>	
<b>Work Site:</b>	Corporate Office – Mulgrave Mill
<b>Job Status:</b>	Fulltime permanent
<b>Qualifications / Experience:</b>	<ul style="list-style-type: none"> <li>• Degree qualified in business, finance or commerce.</li> <li>• Understanding of treasury products and/or financial risk management products used in financial and commodity markets.</li> <li>• Working experience in banking, cash management or financial risk management.</li> <li>• CPA/CA may be an advantage, but, not mandatory.</li> </ul>

**POSITION PURPOSE**

The Treasury and Risk Analyst manages the Back-Office function for the Treasury and Marketing departments and supports the Group Manager Treasury & Risk in relation to operational Treasury, commodity and financial risk management activities.

The primary focus of the position is:

*“Any HARD copies of this document are UNCONTROLLED”*



**Position Description**

- Confirmation and settlement of commodity and financial hedge transactions.
- Recording and processing of treasury transactions.
- Reconciliation of OTC hedge positions, futures transactions and cash balances.
- Accounting, hedge accounting, documentation and effectiveness testing.
- Interest rate accruals.
- Consolidating forecasts for cane supply, production, marketing plans and pool allocations for the purposes of treasury and risk management reporting.
- Cash forecasting and cash management.
- Treasury and risk management analysis and reporting, including weekly risk reports and monthly reports to the ELT and the Board.
- Process improvement around treasury reporting & forecasting functions.
- Administration and development of the company’s treasury system (Visual Risk)
- Liaising with the Treasury Department of Mitr Phol.

**AUTHORITY TO ACT**

Budget:  
 Purchasing:  
 Finance/Administration:  
 Correspondence:  
 Confirming transactions and settlements per the Company’s mandate  
 Employee Relations

**KEY RELATIONSHIPS**  
**(Internal & External)**

The Treasury Accountant must maintain the following relationships:

- MSF Marketing (front office)
- Group Manager Treasury & Risk
- Finance & Administration staff, including Chief Accountant, Management Accountants and Shared Services
- External Back Office personnel with counterparties to treasury and commodity transactions
- Internal and external audit
- Mitr Phol Treasury Department
- External Auditors
- Auditors reviewing sugar pools
- Providers of IT systems (i.e. Visual Risk treasury system)

**KEY RESULT AREAS**

Areas	Elements
<b>Commodity &amp; Currency Hedge Transactions</b>	<ul style="list-style-type: none"> <li>• Review accuracy and authority. Confirm transactions internally and with external parties</li> </ul>

## Position Description

	<ul style="list-style-type: none"> <li>Review and manage upcoming settlements. Agree amounts with external parties</li> <li>Review and verify futures account (positions and margins)</li> <li>Monitor potential margin calls on OTC transactions</li> </ul>
<b>Funding &amp; Investment Transactions</b>	<ul style="list-style-type: none"> <li>Assist with the preparation of Promissory Notes and Utilisation Requests</li> <li>Record and/or confirm transactions in Visual Risk Manage transaction documentation with external parties</li> </ul>
<b>Accounting &amp; Hedge Accounting</b>	<ul style="list-style-type: none"> <li>Accounting for treasury related transactions</li> <li>Prepare hedge accounting documentation</li> <li>Prepare MtM reports for valuation of derivatives</li> <li>Prepare other Finance Reports used by Accounting, including Values by Region, Interest Rate Accruals and bespoke hedge reports / transaction reports</li> </ul>
<b>Data Integrity &amp; Reconciliations</b>	<ul style="list-style-type: none"> <li>Ensure data integrity of sugar pools &amp; analysis groups in Visual Risk</li> <li>Reconcile open positions with counterparties</li> <li>Undertake internal reconciliations as required, including sugar hedging and foreign currency hedge contracts at the expiry of #11 Sugar Futures Contracts</li> </ul>
<b>Cash Management</b>	<ul style="list-style-type: none"> <li>Assist with preparation of short- &amp; medium-term cash forecasts in conjunction with business unit management accountants, business unit managers and Treasury models</li> <li>Assist with determination of borrowing requirements, funding sources and investments</li> </ul>
<b>Treasury &amp; Risk Modelling, Monitoring and Reporting</b>	<ul style="list-style-type: none"> <li>Develop and maintain complex spreadsheet models used by Treasury to quantify production and risk exposures in relation to sugar marketed by MSF (corporate and growers) and QSL (growers)</li> <li>Assist with preparation of treasury related reports</li> <li>Assist Group Treasury Manager with preparation of Market Risk Reports for MSF Marketing to Management and the Board</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>Maintain list of authority, mandates, settlement instructions and similar documentation with counterparties</li> <li>Assist Group Treasury Manager to maintain and manage ISDA documentation and funding documentation with external parties</li> <li>Manage the Back Office email account</li> <li>Ensure MSF comply with requirement to maintain appropriate transaction records</li> <li>Assist with the development and maintenance of procedures and work instructions</li> </ul>
<b>Treasury Systems &amp; Processes</b>	<ul style="list-style-type: none"> <li>Administer static data and users in Visual Risk</li> <li>Implement funding facilities in Visual Risk</li> <li>Assist with systems improvements in preparation for more complex transactions and processes with financial institutions and QSL</li> <li>Assist with process improvements around treasury reporting and forecasting</li> </ul> <p>Prepare and maintain procedures and process documentation as required</p>



## Position Description

### **SKILL REQUIREMENT**

<b>Areas</b>	<b>Elements</b>
<b>Enabling Skills</b>	<ul style="list-style-type: none"><li>• Accounting</li><li>• Computer literacy (treasury, accounting spreadsheets)</li><li>• Analytical skills</li><li>• Understanding of treasury and Financial products</li><li>• Understanding of contracts</li><li>• Communication – verbal and written</li></ul>
<b>Essential Skills</b>	<ul style="list-style-type: none"><li>• Financial modelling</li><li>• Problem solving</li><li>• Organisation skills</li><li>• Attention to detail</li></ul>
<b>Desirable Skills</b>	<ul style="list-style-type: none"><li>• Self-organised</li><li>• Administration and process orientation</li></ul>

### **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 MSF Sugar 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 organisation'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 organization 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.