



**AMCOR CARTONS**

**SITE ACCOUNTANT**

**JOB & PERSON SPECIFICATION**

**JANUARY 2010**



## JOB SPECIFICATION

**POSITION:** SITE ACCOUNTANT  
**REPORTS TO:** REGIONAL COMMERCIAL MANAGER  
**DIRECT REPORTS:** COSTING OFFICER

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### Purpose of position

Form an integral part of the Regency Park Cartons team by leading the accounting function for the business, including but not limited to :-

- all accounting services for the Regency Park site including forecasts and budgets;
- all reporting for the site including daily, weekly, monthly and year end reporting;
- product costing and manufacturing result and variance analysis;
- ad hoc analysis of sales and margins for the Regency Park business;
- assistance with preparation of capital expenditure requests;
- assistance to drive business performance and cost reduction initiatives;
- assistance in working capital reduction;
- driving process improvement for the site;
- maintenance and development of internal controls;
- performing month end, budget and strategic plan tasks;
- assistance with product estimating and sales tenders;
- supervision and management of the Costing Officer role.

### Scope of position

<b>Area</b>	<b>Scope</b>
Annualised sales value of the business	\$35m
Employees	114
Average working capital	\$6m
Average funds employed	\$12m

### Other information

The position is located at the Regency Park site reporting to the Regional Commercial Manager.



## JOB SPECIFICATION

### Key responsibilities

- ensuring internal controls are in place around inventory, purchasing, sales and capital acquisitions;
- month end accounting and reporting functions for the site;
- responsible for the timely and accurate financials for the site, including accuracy and completeness of manufacturing standards and the general ledger;
- involvement in tenders and pricing for new work. Ensure there are vigorous controls around estimating/costing;
- assisting with cost reduction projects at the sites;
- undertaking profit variance and costing analysis, and reporting including customer/product profitability analysis;
- completing “what if” analysis projects and ad hoc financial and commercial projects;
- driving continuous process improvement across the accounting function and wider business;
- responsible for capital reporting, forecasts and budgets;
- responsible for the management of the Costing Officer role;
- overseeing site clerical functions including purchasing and stocktakes.

### Significant working relationships

#### ***Internal relationships (within Amcor Cartons)***

Commercial Manager – develop and maintain a close liaison in order to provide the financial and commercial support required;

Site Management – work closely with and support other members of the management team to drive the optimal results for the business;

Cartons Sales Team – provide required analysis and support to make appropriate commercial decisions;

Site General Manager – develop and maintain a close liaison in order to provide the financial and commercial support required and to assist in driving business results.



## JOB SPECIFICATION

### Significant working relationships (cont.)

#### ***Internal relationships (within Amcor Australasia)***

Amcor Australasia Finance Group – responsibility for provision of necessary financial information and interpretation, management and statutory reporting.

Amcor Business Services – ensuring appropriate and effective provision of accounts payable and general accounting services to the business; driver of best practice principles.

#### **Major challenges**

- as part of the commercial and site team, help create a working environment and culture that will embrace Amcor Cartons' values;
- developing and maintaining close working relationships within the site, particularly the Commercial Manager, General Manager, Manufacturing Manager and other Divisional contracts including the Divisional Finance team;
- ensuring effective cost control and asset management to achieve optimal performance of the business;
- improvement in monthly costing and manufacturing result analysis processes;
- continued development of both estimating and sales analysis tools;
- maintaining and further developing an effective system of internal controls throughout the business.



## PERSON SPECIFICATION

### Background knowledge required for position

### Training and education

- recognised Tertiary Degree in Accountancy, Commerce or Business Administration;
- post graduate qualification ideally CPA or ACA.

### Skills and knowledge

- have a motivated, pro-active approach to their work;
- strong system and Excel skills;
- an ability to work as an integral part of a close knit team;
- strong problem solving, analytical and spreadsheet skills;
- ability to work under pressure to meet tight deadlines;
- be commercially astute and have the ability to contribute to continuous business improvement.

### Experience

- extensive experience in a manufacturing environment would be preferred.



## HOW TO APPLY

Applications in Word format only should be forwarded to Justin Hinora by e-mail to [12356@hender.com.au](mailto:12356@hender.com.au)

Telephone enquiries are welcome on (08) 8100 8829.

### **Please Note**

Your application will be automatically acknowledged by a return e-mail.