

Position Description



TITLE: Financial Accountant

REPORTS TO: Financial Reporting Manager

DIRECT REPORTS: 2

IMPACT: The role significantly impacts the integrity and accuracy of all key financial information across the business.

LEVEL: Team Leader & Professional

Purpose of Job

This role primarily exists to maintain and continually improve financial reporting results, processes and general ledger integrity. Work with the finance team and business to operate, maintain and improve key financial and statutory reporting, systems and controls. On balance the substantial work of this role is to deliver and continually improve your technical skills with respect to financial accounting, taxation and internal governance and control.

Accountabilities

ACCOUNTABILITIES

MEASURES

Reporting and Analysis

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| <ul style="list-style-type: none">› Lead completion of monthly, half yearly and annual reporting.› Assist with completion of internal monthly reporting analysis.› Support and comply with all procedures, policies and accountabilities as defined under this same heading for the Financial Reporting Manager.› Balance Sheet oversight and co-ordination of the Balance Sheet forecast reporting | <ul style="list-style-type: none">› Deliver and develop timely and accurate monthly financial reporting results.› Ensure the half yearly and annual reporting is accurate and reflects the performance and position of the company and business and reporting standard changes. |
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Taxation

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| <ul style="list-style-type: none">› Lead income tax return preparation and indirect tax processes.› Lead GST and FBT return preparation ensuring adherence with any legislative changes. | <ul style="list-style-type: none">› Maintain and deliver income tax and indirect tax filing requirements of the company on time and minimising investigations, use of money interest and penalties including the annual tax returns and subsequent annual Inland Revenue risk return processes. |
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Business Leadership

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| <ul style="list-style-type: none">› Governance – lead maintenance of internal financial control systems, risk registers and internal audit processes.› Uphold, support and improve upon the conduct of business processes according to BSL policies and procedures.› Work effectively with the Finance team, Capgemini and business. | <ul style="list-style-type: none">› Proactively ensure the integrity of the General Ledger and consistent application of accounting treatment.› Assist with business internal audits, maintain and review key internal controls and ensure timely closure of outstanding issues.› Ensure your own skills and knowledge are updated to meet internal client needs. |
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Legislative and Regulatory

- › Meet all legislative and Regulatory requirements which relate to this position.
- › Maintain weekly cash forecasting for foreign exchange hedging requirements.

Financial Accountability

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Key External Relationships

WHO	DESCRIPTION	FREQUENCY
Inland Revenue		
External Auditors		

Key Internal Relationships

WHO	DESCRIPTION	FREQUENCY
Financial Reporting Manager		
Finance Manager – NZ Steel Operations		
Vice President Commercial and Pacific Islands		
Senior Leadership team		
Business Development Manager		
Pacific Steel Finance team		
Capgemini		
BSL Corporate Finance team		
Information Services team		
Internal Audit department		
NZS Engineering department		

Person Specifications

ESSENTIAL	PREFERRED
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Formal Education & Training

- › CA or CPA Qualified Accountant
- › Sound taxation knowledge

Experience

- › Experience in ERP systems at a high level of expertise.
- › SAP experience
- › Financial reporting experience and Excellent technical accounting skills in International Financial Reporting Standards
- › OneStream/TM1 reporting experience
- › Excellent spreadsheet skills

Competencies

SETS DIRECTION	Sets the Strategy	<p>Makes decisions with a broad and commercial view</p> <ul style="list-style-type: none"> › Uses rigorous logic and methods to solve difficult problems with effective solutions › Makes good decisions based upon a mixture of analysis, experience and judgement › Has an awareness of how team's activities relate to organisation profitability › Seeks out different information and views to explore relevant aspects of the issue › Creates routines and networks for self to build understanding of the broader business and industry issues
	Makes Customer & Market Decisions	<p>Improves the customer experience</p> <ul style="list-style-type: none"> › Takes action beyond normal customer expectations › Demonstrates in depth customer insight and acts on improvement opportunities › Creates opportunities for customers to increase revenue or take out cost › Teaches customers something new and valuable about how to compete in their market › Articulates the value of proposition relative to the competition › Hunts for clues for new product offers and revenue opportunities in the market
DELIVERS RESULTS	Drives Improved Performance	<p>Drives team performance</p> <ul style="list-style-type: none"> › Can be counted on to exceed goals successfully › Sets and achieves stretched team goals › Looks for better ways of meeting team goals › Is disciplined in monitoring and measuring teams work against target or objectives set › Sets high expectation for self and team and always aim to over deliver
	Leads Innovation & Change	<p>Seeks others' ideas and implements change</p> <ul style="list-style-type: none"> › Encourages diverse thinking to promote and nurture innovation › Has the courage to try and develop new areas, can take risk and accept failure › Acts as a change advocate by supporting change processes and helping others cope with transition › Uses pilots, prototyping, and customer feedback to validate new solutions › Discover and uncover customer needs through questioning and active listening
	Organises & Drives Accountability	<p>Defines roles and holds to account</p> <ul style="list-style-type: none"> › Ensures team/project members are clear about their key responsibilities and accountabilities › Holds timely discussions with team/project members to review performance › Provides clear task assignment (refer to Leadership Quick Guides below) › Develops schedules and people assignments › Monitors process, progress and results › Reports clearly and in a timely fashion › Demonstrates effective Role Balance of People, Scheduling and Technical work › Applies BlueScope's project management method to ensure successful planning and delivery where appropriate
ALIGNS PEOPLE	Motivates & Enables	<p>Communicates objectives and roles</p> <ul style="list-style-type: none"> › Gives direction to the team and explains what needs to be done and why their work is important › Invites input from each team/project members and shares ownership › Shares wins and successes › Seeks and listens to input from the team
	Develops Self & Others	<p>Develops self and others</p> <ul style="list-style-type: none"> › Provides challenging and stretching tasks and assignments for others to grow › Holds development discussions to clarify team members' aspirations and developmental needs › Actively learns through experimentation when tackling new problems, learning from successes and failures › Makes the most of available developmental resources

	Influences & Networks	<p>Builds collaborative relationships</p> <ul style="list-style-type: none"> › Uses understanding of the other people's point of view to gain buy-in › Develops a network of useful contacts across BlueScope › Is able to identify key stakeholders and understands how to get them on their side › Proactively develops relationships with a variety of people › Relates well to all kinds of people, up, down and sideways, inside and outside the organisation
TECHNICAL	Experience, Know How	<p>Functional skills and experiences to grow</p> <ul style="list-style-type: none"> › Specific to role
FOUNDATION VALUES	Living Our Bond	<p>Leading ethics and values</p> <ul style="list-style-type: none"> › Displays and promotes the standards of behaviour that are in line with the values and expectations of the organisation › Sets a personal example in all dealings with Customer, Employees, Shareholders, and the Community
	Values Diversity	<p>Values and supports differences</p> <ul style="list-style-type: none"> › Promotes a team environment that values, encourages and supports differences › Values differences - ensures that different backgrounds, experiences, styles and perspectives are welcomed and utilised › Increases workplace diversity through recruiting different people and creating diverse teams › Actively seeks out others' diverse experiences, backgrounds and perspectives to get results › Is sensitive to cultural norms, expectations, and ways of communicating
	Zero Harm	<p>Role models zero harm</p>