

JOB DESCRIPTION			
Position	Finance Business Partner - Operations and China	Division	Rockit Trading Company Limited
Reports to	Financial Controller	Date	July 2024

Job Purpose

1. Provide financial and strategic support for the operations business units, including both NZ and China Operations. A key focus is the recording and reporting of key operational metrics including labour and other costs, volumes and packhouse yields.
2. Supporting Project Managers for capital development projects – ensuring budget tracking, forecasting and breaking down capital projects into capitalizable components.
3. Provide accounting support and ensuring best practice accounting and internal controls are adhered to.
4. To contribute to the positive process and culture of excellence within the organisation.

Responsibilities and role focus can be shaped depending on the experience and interest of the successful candidate.

Key Responsibilities

Operational Budgeting and Forecasting

1. Provide coolstore, packhouse inputs into the Company budget process
2. Update changes in postharvest volumes, yields, fruit sizing, sales pricing, etc as necessary and provide input into the Company forecasting models.
3. Provide input into budgeting and forecasting for operations related capital projects and capital expenditure.

Analysis and Reporting

4. Ensure detailed financial reporting by coolstore and packhouse vs budget is completed in a timely and accurate manner, reviewed and distributed to Operations Manager and the SLT.
5. Analyse and interpret key labour and cost trends and update management regarding their impact on the business.
6. Identify opportunities for revenue increase and / or cost reduction and work with the Operations team to implement.

Operations Metrics, Cost Tracking and Reporting

7. Timely and accurate reporting and variance analysis of operational metrics – bins in store, bins packed, yield, quality, RTE's produced, RTE's in store, inventory age, containers shipped etc

8. Ensure major costs are tracked and reported weekly against budget including labour, packaging, energy, R&M and other major coolstore and packhouse expenditure.
9. Maintain comprehensive multi-year packout data by orchard and lot for use in budgeting, investment and forecasting decisions
10. Ensure General Ledger reconciles with Labour input system (e.g. Lauranka)

China:

Rockit's China subsidiary has been recently set up to enable in-market packing of fruit and direct sales to new and existing customers.

11. Establish and document transaction flow between Rockit, its China Subsidiary and the Rockit Apple Growers Trust.
12. Providing support to the Rockit China Finance team and accounting advisers.
13. Oversee and review monthly reporting for Group Reporting Purposes
14. Support budgeting and forecasting for Rockit China

Financial Accounting and Business Support:

15. Assist in the preparation of accurate and timely month end reporting for Rockit entities and consolidated management accounts.
16. Supporting the yearend audit process and working closely with the business to gather information and overseeing yearend stock take procedures.
17. Support maintaining the Group's fixed asset registers.
18. Ensure appropriate controls, policies and efficient processes are being adhered to, to guarantee integrity, reliability, and support timely financial reporting and decision making.
19. Initiate and implement process improvement activities.
20. Any other tasks as required to support the finance function and wider business.

Organisational Obligations

1. Demonstrate company values.
2. Demonstrate commitment to health and safety and compliance with company policies.
3. Maintain a high standard of performance and commitment to internal and external customer service.
4. Ensure confidentiality of personal and business information.
5. A positive attitude and a can-do attitude.
6. Pro-active input and teamwork is critical in this rapidly expanding company.
7. An ability to produce information and data in an innovative way is highly desirable.
8. Undertake other duties appropriate to the position as required.
9. Establish effective relationships internally and externally and collaborate to achieve RGL objectives.

Key Relationships

<p>Internal:</p> <p>Finance Team Members</p> <p>GM Operations</p> <p>Rockit Trading Shanghai Team</p> <p>Other Rockit Managers and administrators</p>	<p>External:</p> <p>Auditors</p> <p>Third party providers – i.e. third party packers</p>
<p>Personal Specification Requirements</p>	
<p>Education</p> <ul style="list-style-type: none"> • Tertiary qualification and preferably hold a CA qualification <p>Experience</p> <ul style="list-style-type: none"> • Financial and/or commercial accounting experience – preferably with experience in operations and/or offshore subsidiaries • High level of IT experience and capability – including Excel • Advanced level of computer literacy including accounting and administration systems • Competency of Xero software desirable • Competency of Adaptive Insights and Power BI is desirable • External Financial Reporting and Audit experience is desirable <p>Knowledge, Skills & Personal Attributes</p> <ul style="list-style-type: none"> • Excellent written and verbal communication • Commitment to continuous improvement • Accuracy, analytical skills and attention to detail • Focus on deliverables and deadlines • Confidentiality, integrity and reliability • Initiative and enthusiasm • Team player 	
<p>Team Values</p>	
<p>Proactively demonstrate RGL's values in all work and internal and external interactions.</p> <p>Action Over Words</p> <p>At Rockit we've never been about the talk; it's always been about the doing. Doing things that nobody thought was possible.</p> <p>Unstoppable Passion</p> <p>We use a simple formula; passion in the work, unbridled ingenuity and backing ourselves. We believe the world would be a better place if everyone rocked it with us.</p> <p>Doing Things Differently</p>	



Doing things differently has always been part of our DNA, and it's what saw us take a punt on the world's smallest apple and turn it into a big New Zealand success story.

He Toa Takitini

Ehara taka toa, te toa takitahi, he toa takatini kē

Uniting all cultures, as we strive to make a difference within our communities and in all aspects of our environment, while being true to ourselves

Employee Signature:

Signed: _____

Date: _____