

ACCOUNTANT – FIXED ASSETS & INTER-COMPANY

OVERVIEW	
REPORTS TO:	Senior Financial Accountant
TEAM / LOCATION:	Financial Control Team
TEAM SIZE:	5
DIRECT REPORTS:	None
KEY RELATIONSHIPS:	Senior Financial Accountant, Accounts Payable, Accounts Receivable, Payroll, Finance Business Partners, Amatil Australia, Auditors, Tax Consultants, Financial Institutions

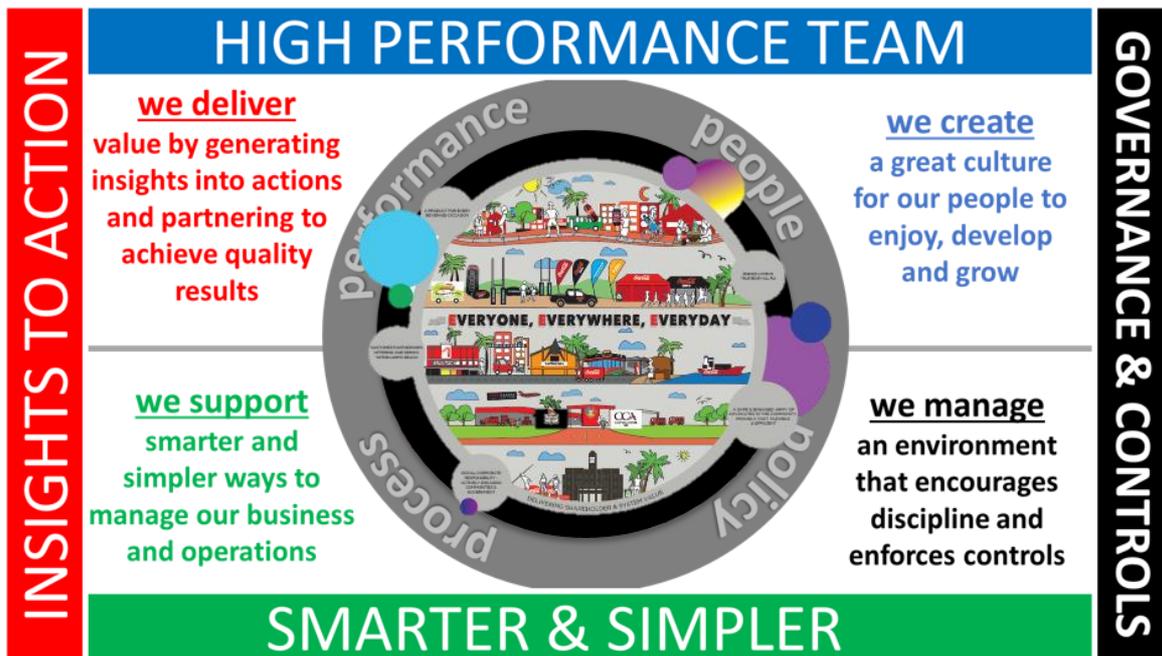
ONLY AT AMATIL

At Coca-Cola Amatil, you know you're part of something special and iconic. We are international in presence but local at heart. We are the faces that make our nations' favourite beverages brands a reality. Firmly invested in our local economies and the communities we love, our focus is on building portfolios defined by relevance and choice.

In all that we do, our passion for individual businesses and the pride of being part of the greater Amatil story shines through. It fuels our pursuit of a shared vision: to create millions of moments of happiness and possibilities every day. With world class sales and manufacturing capabilities, unrivalled relationships, reach and execution, we are the power behind the region's favourite brands.

AMATIL FIJI FINANCE TEAM

The **Amatil Fiji Finance Team's** goals and objectives are aligned to the Amatil Fiji Journey of "Everyone, Everywhere, Everyday" and underpinned by the Shareholder Value Proposition. Amatil Fiji Finance is part of the Amatil Fiji team who are committed to the Amatil Vision of "Millions of MOMENTS of Happiness & POSSIBILITIES". We embrace and live the Amatil Fiji values of "Stand TOGETHER, Take the LEAD, and keep it REAL". We are on course for realising many more possibilities for Coca-Cola Amatil and our Shareholders.



The Finance Team's objectives are based on four key pillars, **Performance, People, Process** and **Policy** and reflect the Finance Team's broader responsibilities in partnering and supporting the Fiji business in achieving each layer of the journey and ensuring that we deliver and maximise the returns for our Amatil Shareholders and our Partners.

YOUR TEAM

The Finance team are responsible for supporting our business and customer transactions by delivering effective financial and accounting controls, providing efficient shared services and leveraging technology to simplify and standardise processes. The Finance Team partner with both internal and external stakeholders to drive successful commercial outcomes, creating a high-performance culture amongst the Finance Team and business.

YOUR ROLE

Reporting directly into the Senior Financial Accountant, the Accountant – Fixed Assets & Inter-company will be responsible for the accounting and control of all Amatil Fiji capital assets and inter-company accounting. Responsibilities include accounting governance to ensure adherence to IFRS and CCA GAAP, management of the capital submission investment and disposal process, ensuring all accounting entries relating to fixed assets and timely and accurate. This role also has responsibility for Inter-company accounting and will ensure the accuracy and timeliness of inter-company confirmations.

In this role, the Accountant – Fixed Assets & Inter-company will maintain assigned balance sheet accounts as well as accurate and timely month end reporting providing information to wider Finance Team.

KEY ACCOUNTABILITIES

Ensure Amatil Fiji's fixed asset requirements, ensuring implementation of best practice is in place for reporting and forecasting.

Management of the capital submission process ensuring compliance to Amatil Fiji policies.

Responsible for carrying out physical verification of assets and outcomes of the verification to be reconciled to the accounting records.

Responsible for performing General Ledger reconciliations (Fiji & Tonga) and taking responsibility for assigned balance sheet accounts. In addition, identify potential impacts and implications of all areas affecting assigned balanced sheet accounts.

Responsible for timely and accurate completion of Bureau of Statistics returns.

Compile and report Export Proceeds to RBF each quarter in a timely manner.

Record, reconcile and analyze intercompany accounting activities.

Ensure Inter – company balances are agreed and documented between each legal entity no later than the 1st working day after each period end.

Ensuring recharges from CCA Fiji are submitted in a timely manner to other business units in group (Raising FTI's)

Ensure Intercompany liabilities are settled in a timely fashion. Any unpaid foreign currency (relative to the reporting currency) intercompany balance must be revalued at the applicable spot rate (as issued by CCA Treasury) at month end until settled.

Responsible for managing Capex reporting and ensuring Amatil Fiji execute in accordance with industry best practices.

Ensure adherence to customer service standards set by the team and act as a key Finance point of contact for other Amatil Departments across Fiji relating to fixed assets & inter-company transactions.

Support Amatil Fiji's capital and fixed asset requirements, driving best practices to ensure Amatil wide process adherence as well as alignment of reporting requirements.

Working with FRCS in obtaining clearances for Inter-company invoices and working knowledge of taxes applicable on foreign transactions.

Liaise with both Internal and External Auditors and Tax Consultants regarding reviews of accounts and processes, as well as action recommendations as identified.

Support the implementation of process improvement initiatives and eliminate non-value adding activities continuously and undertake other projects and tasks on an ad-hoc basis

Establish and maintain strong working relationships with internal and external stakeholders and provide advice as required.

Instill a culture of continuous improvement across processes and lead the elimination of any non-value adding activity for Amatil Fiji Finance. Lead and drive process improvement within areas of responsibility
Ensure CCA GAAP is adhered to where applicable; ensure policies and procedure are correctly documented, current and relevant to CCA Fiji business practices.
Ensure the workplace (both CCA Fiji and others) is safe through undertaking appropriate Health, Safety and Environmental practices & undertake correct reporting and recording of accidents, incidents and hazards.
Acquire and maintain the skills and knowledge related to competent job performance and actively participate and contribute to the achievement of team goals and a collaborative, high-performance environment.
As requested, undertake projects or activities not specifically outlined above.

CAREER EXPERIENCE AND QUALIFICATIONS

- Good understanding of Financial Accounting reporting and Month End Processes, with a minimum of 3 years' experience, ideally in a FMCG environment preferably with fixed asset experience.
- University degree in Finance, Accounting or Commerce required.
- Working towards a post graduate Accounting qualification (CA/CPA preferred).
- Proficient in MS Excel and Word as well as strong understanding of Finance ERP Systems.
- Ability to work with and report to an executive team and have a high level of written and oral communication skills.
- Good understanding of accounting controls, supporting reporting, operational and business change initiatives

LEADERSHIP CAPABILITY FOCUS

Our 12 Leadership Capabilities are those that we have identified to deliver superior performance at Amatil. These are grouped into 4 clusters – Insight, Achievement, Leadership and Strength – the Amatil Signatures of Leadership. You don't need to be an expert in all 12 of the capabilities – it's more important that you have a balance across the 4 Signatures. We know that different roles in different businesses will require different combinations of leadership capabilities – for this role, the following capabilities have been identified as most critical:

Insight	Achievement	Leadership	Strength
Commercial	Deliver Results	Engage & Inspire	Optimism
Break-Through Thinking	Collaborate	Coach & Develop	Confidence
Curiosity	Influence	Empower with Accountability	Discipline

TECHNICAL CAPABILITY FOCUS

LEVEL

Execute	Accounting & Control	Growth	
Execute	Governance, Compliance & Risk	Foundation	
Execute	Finance Operations	Growth	
Partner	Capital Management	Growth	
Partner	Relationship Management	Foundation	
Execute	Finance Systems, Data and Processes	Growth	
Lead	Continuous Improvement	Foundation	
Foundation	Growth	Advanced	Shape
Understanding of fundamentals of capability aimed at delivery of individual's work within specific parameters	Application of capability achieved through practical experience and knowledge, ability to explain and articulate the capability to others	Experienced practitioner, influences, guides and/or manages others, functional / business unit subject matter expertise	Leads and drives strategic level activities, sought out for their deep knowledge and experience on trends and best practices