

## POSITION DESCRIPTION

**Title:** Financial Controller  
**Reporting To:** Chief Financial Officer

### Functional Relationships:

#### *Internal:*

Chief Executive Officer  
Chief Financial Officer  
Chief Operating Officers  
People and Culture Officer  
Company Accountant  
Management Accountant  
Administration Officers  
Executive Assistant  
Business Analyst  
Farm Operations Managers  
Farm Supervisors  
Sustainability Manager  
Farm Systems Coach  
Agronomy Manager  
Contracting Operations Managers  
Farm Operations Assistant  
Sharemilkers | Contract Milkers | Farm Managers

#### *External:*

Financial Institutions  
Co-operatives  
Creditors of the Group  
Inland Revenue Department  
External Auditors  
Tax Advisor

#### *Delegated Authorities:*

- Authorised to initiate, complete and sign the following documents on behalf of the Company:
  - NRWT Returns
  - Fringe Benefit Tax
  - PAYE Returns
  - Motor Vehicle Licence Application Forms
  - Bank payments in conjunction with a second authorised signatory
- Authorised to authorise (in DX2) calf rearing incentives, calf purchases and cow lease payments in accordance with relevant agreements and policies.

***Nature and Scope:***

- To ensure the Chief Financial Officer has timely, accurate and relevant financial information for consolidation and subsequent reporting to the Chief Executive, Board of Directors, Shareholders and financiers.
- To prepare and maintain all general ledger systems and ensure accurate coding of all invoices with the Company Accountant and Management Accountant.
- To work with the Chief Financial Officer, to provide guidance and support to Office Staff to ensure high standards of work are maintained.

**Key Result Areas and Tasks:**

**Livestock:**

- Prepare and review livestock reconciliations from the monthly web based livestock reconciliation system by 21<sup>st</sup> of each month ensuring any variances are raised with the Chief Financial Officer and Farm Supervisors and ensure these variances are dealt with promptly.
- Preparation of monthly grazing income invoices by the 18<sup>th</sup> of the month.
- Complete journal entries for livestock and grazing.
- Approve livestock related invoices within the DX2 system, ensuring these are in accordance with relevant agreements and policies.
- Preparation of the heifer weight gain charges and washup calculations in June each year.
- Preparation of the Grazing Block Weigh Gain bonus calculations.
- Calculate calf rearing bonuses, calf milk reimbursement charges, de-horning recharges and related fees/penalties.
- Co-ordinate, with the assistance of the Executive Assistant, the completion of annual livestock lease and heifer grazing agreements.
- Co-ordinate with the assistance of the Farm Supervisors, the completion of the schedule confirming the number of sharemilker cows in the herd each respective season by 30<sup>th</sup> September each year.
- Reconciliation of the Silver Fern Farms retention and pool payments to the Silver Fern Farms livestock kill sheets on a quarterly basis throughout the year when required.
- Liaise and co-ordinate with Silver Fern Farms (SFF) and the appointed farm supervisor the cull cow programme.
- Liaise with farm operators to ensure all stock movements are correctly recorded on all farm's MINDA records and their livestock reconciliations.
- Liaise with LIC MINDA, and NAIT office holders to promote and help facilitate compliance with NAIT regulations.
- Ensure livestock purchases | sales agree with livestock contracts as they may be entered into from time to time.
- Manage the livestock trading website.
- Maintain appropriate staff and farm access to LIC MINDA, NAIT and SFF sites as required.
- Liaise with LIC to ensure the following reports are completed and posted to the Company's website (where required) on a timely basis:
  - Mating Summary Report
  - Preg Test Summary
  - Forecast Calving Date Report
  - Culling Report
  - Calving Report
  - Herd Testing Timing Summary
  - Livestock Introduced

- AB Bred Report
- Phantom Cow Update
- Group herd testing summary

**Financial Accounting:**

- Consolidate all general ledger systems to enable group reporting. This includes ensuring the correct consolidation elimination entries are in place.
- In conjunction with the Management Accountant maintenance of the management reporting trees within Microsoft Great Plains and FRX to reflect changes in sharemilking arrangements | contracts and additional companies as required.
- To assist the Chief Financial Officer to develop financial systems to improve accounting procedures and efficiency.
- Management of the interim and year end external audit process.

**Taxation:**

- Assist with the preparation of the annual tax return for the Dairy Holdings consolidated tax group and for individual subsidiary companies of Dairy Holdings Ltd as required.
- To assist the Management Accountant when required with GST and FBT returns.

**Analysis and Reporting:**

- Prepare, review and finalise financial reports for each farm on a monthly basis and post to the website as required.
- Preparation of the Group's Annual Report and subsidiary statutory accounts (where required) to meet statutory compliance requirements.
- Complete and file annual statistic forms and Dairy Base financial and physical information.
- Produce monthly and quarterly accounts as required by the Chief Financial Officer for consolidation and presentation to the Board and financiers.
- Update the capital expenditure report, on a monthly basis, comparing actual expenditure against budget
- Prepare livestock weight analysis reports. To be completed as soon as possible following the scheduled drenching | weighing week for the following:
  - Heifer calves / Bulls (Jersey and Friesian) calves | yearling heifers | yearling and older bulls.
- Prepare analysis of stock slaughter weights and timing of slaughter as required throughout the season and ensure weight penalty fees are charged as required.
- Update fertiliser reports on the website on a fortnightly basis.
- Undertake other analysis for the Chief Executive, Chief Financial Officer and Chief Operating Office as may be required from time-to-time.

**Asset Management:**

- To assist the Management Accountant, when required, to maintain the Fixed Asset Registers, ensuring they reconcile with management accounting system including updating depreciation.

**Management Accounting:**

- Report to the Management Team on financial performance of individual farms as requested.

**Cost Control and Monitoring:**

- Monitor costs, alerting the Chief Financial Officer / Farm Supervisors to areas of concern. Especially repairs and maintenance.
- Identify areas of potential cost savings due to improved operational procedures and organisational efficiency within Key Results Areas.
- Manage the level of costs, within approved Delegated Authorities, within budgets set with Farm Supervisors.

**Statutory Compliance:**

***Companies Act 1993***

- To assist the Chief Financial Officer when required to ensure that, in conjunction with the Executive Assistant, all documents are completed and, where applicable, filed with the Companies Office in a timely manner and all documents required to keep each of the subsidiary company files up to date are initiated, signed and filed, eg Annual Returns, Annual General Meetings, Register of Charges, Disclosure of Interests Register, Solvency Certificates, etc.

**Budgeting:**

- Assist the Chief Financial Officer during the annual budgeting process, including recording and analysing data from Farm Supervisors and ensuring management systems are updated accordingly.
- Monitor and Review Reforecasting in conjunction with the Chief Financial Officer.

**Information Technology:**

- Update the website with relevant company documents ensuring their availability to supervisors, sharemilkers and managers.
- Manage accounting system upgrades as required.