



## POSITION DESCRIPTION

**Job Title: Orchard Analyst**

**Department: Finance**

**Location: Head Office**

**Reports to: Senior Management Accountant**

### ROLE OBJECTIVE

To provide financial and operational support to the orchard division. This support includes responsibility for lease and managed contracts, orchard budgets and reporting.

### KEY RESPONSIBILITY: Financial Support - Orchard

#### DUTIES

- Manage all financial processes for the Orchard division, including but not limited to: new lease contracts, lease rentals, lease profit shares, reconciliation and, budgets
- Ensure lease client reporting is delivered on time.
- Reconciliation of Orchard Lease WIP
- Build strong working relationship with Orchard and Finance teams.
- Support Orchard Divisions with on orchard costing and tracking systems and in interpreting results and performance on lease outcomes.
- Reporting of exceptions to Orchard management, comparing actuals to budget.
- Producing and maintaining a check for all management fees.
- Assist with forecasting lease rentals, profit share etc.
- Assist with the compilation of year end accounts and reports
- Long term debtors management and reporting
- Updates and maintenance to the job costing system in Greentree
- Responsibility for orchard budget and reporting and liaising with the orchard department
- Manage allocation or workflow in this area with particular attention to the job costing process and the seasonal demands.

#### KEY MEASURABLES

- Work is prioritised according to importance, and completed accurately and on time
- Results are interpreted and communicated clearly to the appropriate parties

### KEY RESPONSIBILITY: Administrative Support

#### DUTIES

- Provide excellent support to the Finance Team as a senior member

- Any other duties as reasonably required

### KEY MEASURABLES

- Active contribution to positive team environment and morale

### TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Microsoft Office Suite: Intermediate
- Data Analysis: Experience extracting useful information and translating it into actionable objectives
- Software/Technology: Previous experience using software and other computer based technology either in Seeka specific programmes or using a similar software platform
- Process Implementation: Experience implementing company process or policy
- Numeracy: Experience working with and a good understanding of financial information
- Role specific knowledge: 3 -5 years' experience in a similar role
- Qualification: Some post secondary training or relevant accounting qualification

### PERSONAL ATTRIBUTES

- Team player: Able to work effectively with others to achieve an optimal outcome.
- Strong verbal and interpersonal skills: Able to communicate clearly and effectively and at the appropriate level with various types of people (i.e. with senior managers, colleagues and the public).
- Organised/time management/prioritisation: Able to take an organised approach to all tasks in order to prioritise them according to the demands of the business
- Self-motivated/Self-managed/Self-starter: Has an underlying concern for doing things better. Is self-driven, self-motivated and enthusiastic.
- Confidential Nature: Aware of sensitivities of particular information and is able to remain professional and confidential in all situations

### SIGNED IN AGREEMENT

By signing this document I have read, and agree to the requirements of the role as outlined in the position description above.

\_\_\_\_\_ Date:

Signed in agreement by the employee

\_\_\_\_\_ Date:

Signed on behalf of Seeka Limited