

Assistant Accountant

Permanent - Fulltime

Methanex New Zealand Ltd is offering the opportunity for a self motivated and ambitious person to join our organization as a member of the Finance team. This position reports to the Supervisor, Corporate Reporting and will be ideally suited to applicants who are provisional members of the NZICA and working towards their CA qualification. Graduates will also be considered.

Methanex is an NZICA Approved Training Organisation and is able to offer a wide range of accounting experience in an interesting and supportive environment. The main responsibilities for this role include management of substantial intercompany transactions, cash management, reconciliations, preparation of tax returns, fixed asset management, analysis of general ledger accounts, and preparation of annual statutory accounts.

Experience using PeopleSoft Financials or other accounting systems would be an advantage in this role and you will ideally possess intermediate Microsoft Excel skills.

Your personal attributes will include being well organized with the ability to plan and prioritise, and good analytical skills including the ability and the confidence to question information. This role requires someone with finely tuned interpersonal skills with excellent written and verbal communication.

Attached you will find the Position Description for this position. You will also need to return to the [Job Opportunities](#) page and either print or download a copy of our Application Form.

NB: Only applications received on the official Methanex Application for Employment form will be considered. Please also enclose a copy of your current Resume/ Curriculum Vitae.

Completed applications should be emailed to jobsnp@methanex.com or posted to:

Mandy Evans, HR Advisor
Methanex NZ Limited
Private Bag 2011
New Plymouth 4342

If you have any queries regarding this position please call Mandy Evans, HR Advisor, on (06) 754-9719 or email jobsnp@methanex.com

For further information on Methanex please refer to www.methanexfutures.co.nz

Applications must be received by 4.00pm, Monday 13th February, 2012



POSITION DESCRIPTION

POSITION INFORMATION

Position Title: Assistant Accountant	Date: January 2012
Incumbent: Vacant	Department: Finance
Reports To (Title): Supervisor, Corporate Reporting	Approved by (Title) Manager, Finance
Signature:	Signature:
Date:	Date:

PURPOSE

To support the Supervisor, Corporate Reporting and the Finance function in operating New Zealand's cash management system

To support the Supervisor, Financial Accounting in preparing statutory accounts and records

To perform management of intercompany balances and transactions.

DIMENSIONS

Delegation of Authority	- Direct Operating Expense	\$
	- Consulting Fees	\$
	- Expense Reports	\$
Number of Direct Reports	- Employees	0
	- Contractors	0
Number of Indirect Reports	- Employees	0
	- Contractors	0

KEY ACCOUNTABILITIES	RESULTS/DELIVERABLES
Cash Management	<ul style="list-style-type: none"> • Responsible for the cash management system and the investment of surplus cash in NZ and US dollars in accordance with Methanex procedures. • Responsible for ensuring that enough cash exists to meet commitments and arranging for the sale of US dollars to meet NZ dollar cash needs. • Prepare weekly cash reports for submission to Corporate Treasury. • Must be conversant with and comply with the Methanex Corporation Investment Policy regarding the safety, liquidity and credit limits for the investment, use of funds and all Treasury transactions. • Responsible for the preparation of daily spreadsheets reconciled to all Methanex bank accounts, term deposits, commercial paper and any other investments controlled by Methanex NZ showing their present balances in their local currencies. These spreadsheets should be constructed to be able to immediately assess the total funds available to Methanex and reconcile to the General Ledger. • Operate secondary software packages such as Citibanking and BNZ PC Banking. • Ensure all cash management data for Methanex NZ has been input into General Ledger by the end of the first working day at month end to enable expenses reports to be run promptly.
Intercompany/Accounts Receivable	<ul style="list-style-type: none"> • Re-bill other Regions for all costs paid on their behalf by Methanex New Zealand, as per Intercompany Billing Procedure. • Receive, analyse and distribute for approval, all intercompany invoices received from other regions. Enter invoice details into GL. Schedule invoices for payment. • Prepare monthly reconciliations of intercompany balances; follow up on outstanding amounts for collection and/or payment. • Update receipts in Peoplesoft.
Statutory Reporting/Taxation	<ul style="list-style-type: none"> • Preparation of annual statutory accounts and associated reporting requirements for the Methanex New Zealand Limited Group entities in conjunction with the Supervisor, Financial Accounting. • Complete and file statistical returns for the Region's entities as required.

	<ul style="list-style-type: none"> • Complete, maintain and file all statutory records and company registers. • Perform a review of the annual management accounts in conjunction with the Supervisor, Financial Accounting to identify required adjustments to the statutory accounts. • Complete necessary general ledger journal entries to facilitate preparation of statutory accounts. • Liaise with the PwC external auditors in regards to their review statutory accounts. • Prepare the monthly Goods and Services Tax return.
Fixed Assets	<ul style="list-style-type: none"> • Maintain the tax and accounting fixed asset registers. • Liaise with the Supervisor, Corporate Reporting and IT/Finance Administrator to ensure the timely closure of AFE's and addition of new assets onto the fixed asset register. • Manage the depreciation schedules for fixed assets and ensure that depreciation is calculated accurately. • Prepare and enter depreciation journals into the general ledger on a monthly basis.
Other	<ul style="list-style-type: none"> • Prepare and enter month end journal entries, as required. • Reconcile balance sheet general ledger accounts, as required. • Prepare and maintain relevant Sarbanes Oxley narratives for position • Prepare and maintain relevant written procedures for position • Provide back up support for the Compliance Accountant in relation to tax compliance and the Management Accountant in relation to month end and reporting requirements.
Methanex vision and values Contributes to the organisational vision of Global Methanol Leadership and as a team member demonstrates the core values of integrity, trust, respect and professionalism	<ul style="list-style-type: none"> • Demonstrated through feedback from team and leaders • Undertakes all aspects of the role through living the Methanex values
Responsible Care	<ul style="list-style-type: none"> • Conducts all business in a manner which supports the Responsible Care® ethic
General	<ul style="list-style-type: none"> • Networks with other Methanex sites to the mutual benefit of all sites • Responsible for ensuring awareness of all controlled documents relating to this position as per Document Awareness Report from Document Management Database

	<ul style="list-style-type: none"> • Contribute to the 'operational excellence' for Methanex New Zealand as an effective member of the Finance department
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<p>KEY COMPETENCIES</p> <ul style="list-style-type: none"> • Customer Focus • Planning • Organising • Problem Solving • Integrity and Trust • Time Management • Ethics & Values

<p>KEY WORKING RELATIONSHIPS</p> <ul style="list-style-type: none"> • Supervisor, Financial Accounting • Supervisor, Corporate Reporting • Management Accountant • Compliance Accountant • Manager, Finance • All members of the Finance Department • Methanex Officers with a delegated authority • Vancouver Finance Department • Officers of the Inland Revenue
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<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Tertiary degree in Accounting or Finance

<p>EXPERIENCE & SKILLS</p> <ul style="list-style-type: none"> • Sound knowledge of accounting principals and solid understanding of IFRS • Knowledge and experience with PeopleSoft financials or other MISs desirable • Knowledge of the banking industry desirable • Good analytical skills with an ability to question information and not accept it at face value • Sound knowledge of management accounting and reporting desirable • An interest in tax law, principles, and developments • Advanced MS Office application knowledge including Word, Excel and Power point
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<p>OTHER REQUIREMENTS</p> <ul style="list-style-type: none"> • High level of interpersonal skills (communication, listening and reliability) • Good public relations skills to interface with both internal and external customers • Pro-active in identifying opportunities to improve team or process efficiency • Ability to maintain utmost confidentiality • Ability to work well under pressure • Current NZ driver's license with suitable transport
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