



Cost & Production Accountant

Job Overview

Primary Role: Assisting the Commercial Financial Manager in budgeting, product costing, and commercial evaluations for business decisions.

Key Responsibilities: Includes maintaining accurate inventory data, implementing and managing accounting controls, analysing production and costing variances, and resolving related queries.

Reporting: Preparation and submission of timely and accurate financial reports on production activities.

Responsibilities:

ERP System Management

- Create and maintain Route Cards, costing, new Item Codes, and Formulation Setup per specifications provided.
- Duplicate information on SharePoint and maintain groupings for reporting purposes.

Costing / Production Analysis

- Verify production outputs against inputs and address queries.
- Complete the Variance Analysis at the end of a product production process or product order.
- Conduct Costing Variances on a production run.
- Convert costs of any variances within the Costing Variance Analysis based on production results and escalate material variances to the Commercial Financial Manager.

Prelim Costings / Commercial Evaluations

- Prepare Commercial Evaluations and Pre-liminary Costings.
- Assist with value-add projects and Capex paybacks.

Costing Master Data

- Create and maintain Standard Formulation Data.
- Calculate the finished standard Stock-Keeping Unit (SKU) Costing.

Inventory Management – Finance

- Reinforce strong financial controls regarding stock management.
- Extract Stock Count Sheets for relevant departments to complete and create Journals and Imports of completed Stock Count Sheet.
- Distribute Variance Reports to relevant departments for approval.

Maintenance and Updating of Finance SOPs

- Regularly review and update Standard Operating Procedures (SOPs) related to financial processes to ensure they are current, compliant, and effectively communicated across relevant departments.
- Collaborate with department heads and team members to identify areas for improvement in existing SOPs and to develop new SOPs as needed.
- Ensure that all SOPs are documented, easily accessible, and comprehensively understood by team members, providing training or guidance where necessary.
- Monitor the adherence to these SOPs, and periodically assess their effectiveness in streamlining finance-related activities and maintaining compliance with regulatory standards.

Requirements:

- BCom in Cost and Management Accounting or an equivalent degree
- CIMA (Chartered Institute of Management Accountants) certification advantageous
- 6 years' proven work experience in cost accounting, preferably in the FMCG or manufacturing sector
- Proficiency in MS Office (especially Excel) and other accounting software
- Knowledge of ERP systems, inventory management, and production processes is crucial
- Valid driver's license
- Ability to analyse data and financial information effectively
- Meticulousness in handling data and financial reports
- Ability to communicate findings and analyses clearly
- Capability to identify and resolve variances and discrepancies

This role demands a blend of accounting expertise, analytical skills, and a strong understanding of production processes and inventory management. It's a challenging but rewarding position that plays a significant part in the financial health and operational efficiency of Montego Pet Nutrition.

The closing date for applications will be on Tuesday, 13 February 2024 at 17:00.

Should you meet the requirements for this position, please apply with your CV and a cover letter to vacancies@montego.co.za. Email subject: CPA100

*Only short-listed candidates will be contacted. We reserve the right not to appoint if no suitable candidates are identified. This job may be removed before it expires. If you have not heard from us within two weeks after the closing date, please consider your application unsuccessful.

For more information about Montego Pet Nutrition please visit montego.co.za