



Job Profile

Cost & Production Accountant

Job Details

Job Title	Cost & Production Accountant
Historic Job Title	N/A
Date Reviewed	2025-06-30
Location	Graaff-Reinet

Position in Organisation

Structural Unit	Finance (Commercial Finance)
Position Being Evaluated	Cost & Production Accountant
Direct Line Manager	Commercial Financial Manager
2nd Line Manager	Financial Director
Direct Subordinates	None

Position Description

Overall Purpose of the Job

To assist the Commercial Financial Manager in preparing final costs for budgets, new products and preliminary costs / commercial evaluations for various business decisions and to maintain accurate inventory master data. To ensure the effective implementation and management of accounting controls, to analyse costing and production variances and to resolve relevant queries. To prepare and submit accurate and timely financial reports on Production activities.

Qualifications *(Formal Qualification Required)*

Minimum

- BCom or equivalent degree (NQF level 7)

Ideal

- BCom or equivalent degree (NQF level 7) with articles
- Chartered Institute of Management Accountants (CIMA) certification

Legal *(e.g. Driver's License, etc.)*

Minimum

- Driver's license – Code B

Ideal

- None



Experience *(Minimum Experience Required and number of years)*

Minimum	Minimum time spent in job
Cost accounting and/or stock management experience	4 - 6 years

KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

KPA / Main Outputs and Responsibilities for this Position	Prepared Description	Weighting / Time Spent
ERP System	- Create new <i>Item Codes</i> for new Raw Material - Create and maintain <i>Formulation Setup</i> as per the specifications received from the Nutrition & Development Specialist - Create and maintain <i>Route Cards</i> to enable the Production Team to link <i>Cards</i> and maintain actual <i>Formulation Variances</i> - Create and maintain <i>Costing</i> - Duplicate information on <i>SharePoint</i> and maintain groupings for reporting purposes	20%
Costing Analysis	- Verify <i>Production Outputs</i> (quantity) against <i>Inputs</i> (raw material) and address <i>Queries</i> with the Administrative Assistant (ERP Dry) - Complete the <i>Variance Analysis</i> at the end of a product <i>Production Process</i> or <i>Product Order</i> - Conduct <i>Costing Variances</i> on a Production Run, e.g. - Substitution - <i>Compare</i> the standard <i>Bill of Materials (BOM)</i> to the <i>Actual Material</i> - Consumption - <i>Compare</i> standard consumption to actual consumption - Wage variances - <i>Compare</i> standard wage per ton to actual wage - Standard pricing variances - <i>Compare</i> the standard <i>Pricelist</i> to the actual cost - Convert or calculate the <i>Costs</i> of any <i>Variances</i> within the <i>Costing Variance Analysis</i> based on production results, such as downtime hours - Escalate material variances to the Commercial Financial Manager	35%
Prelim Costings / Commercial Evaluations	- Prepare <i>Commercial Evaluations</i> and <i>Pre-liminary Costings</i> with <i>GP% / contribution</i> for new products or feasibility, i.e. <i>Costing Comparisons</i> with existing products - Assist with value-add <i>Projects / Capex paybacks</i>	15%
Costing Master Data	- Create and maintain <i>Standard Formulation Data</i> - Create <i>Standard Item Costing</i>, e.g. calculate standard bulk and micro item costing - Calculate the finished standard <i>Stock-Keeping Unit (SKU) Costing</i> - Update the entire process if there is a significant change in Raw Material Costs - Copy all costs to all sites - Reinforce strong <i>Controls</i> around standard <i>Cost Maintenance</i>	15%
Inventory Management - Finance	- Design strong <i>Financial Controls</i> around <i>Stock Management</i> and monitor adherence to controls. Address <i>Deviations</i> with relevant parties - Extract and distribute <i>Stock Count Sheets</i> for Production and Warehouse to complete when conducting <i>Stock Counts</i> - Create <i>Journals</i> and <i>Imports</i> of completed <i>Stock Count Sheets</i> - Distribute <i>Variance Reports</i> to Production and Warehouse for approval of the <i>Variance Postings</i>	15%



Competencies (*Skills and Behaviour Attributes*)

Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Skills

- Variance Analysis and Reports
- Proficient in *MS Office* with advanced *Excel* skills
- Communication
- Interpersonal
- Problem-solving

Behavioural Attributes

- Dealing with confidential information
- Analytical
- Accurate
- Attention to detail
- Deadline driven
- Team player

Knowledge

- Knowledge of the *ERP* system
- Knowledge of *Cost Management*
- Understanding of *Standard Costings*
- Basic knowledge of *Finance and Accounting Principles*
- Understanding of *Inventory Management*
- Basic understanding or overview of the *Production Process*

Special Requirements

- The Employee can be required to perform additional tasks over and above the primary tasks for which he/she is employed.
- Duties will be based on your specific skills and capability level and in accordance with operational requirements.
- Operational requirements may require you to carry out work that is to be done without delay and outside of your normal working hours.



Participants

Input Participants	
Participant Name	Participant Designation
Stephanie Holloway	Cost and Production Accountant
Andre Van Deventer	Commercial Financial Manager

Completed By	
Name	Title
Christine van Rensburg	21 st Century Executive Consultant