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| **1. POSITION DETAILS:** |
| **Position Title:** | Group Finance Manager |
| **Reports to:** | Chief Financial Officer |
| **Division:** | Finance |
| **Function:** | Manage the finances for the Group.  |
| **Prepared / Revised on:** | July 2024 |

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| **2. POSITION SUMMARY:** |
| Responsible for ensuring the financial health of the organisation. Conduct accurate data analysis and offer advice to management on strategies to maximise profits, securing long term success for the company.Ensuring all duties are completed to a professional standard and within a timely manner and safely. |

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| **3. POSITION AUTHORITIES:** |
| **Number of Staff Supervised:** | **Direct Reports:** | 4-5 |
| **Total:** | 10 |
|  | **Financial Data:** |  |

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| **4. KEY ACCOUNTABILITIES** |
| **Key Tasks** | **Objectives/Means** |
| **Heath, Safety, Environment & Quality** | * Communicate openly and honestly with team members, FMS and client representatives
* Ensure fitness for work
* Compliance with legislation, codes of practice, standards
* Raise HSEQ issues as soon as practicable, and immediately in the instance of unsafe conditions or incidents
* Actively participate in HSEQ induction, training and awareness sessions and discussions
* Adhere to, consistently behave within and uphold ‘Our Choices’.
* Identify and promote improvement plans.
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| **Job Specific** | **TEAM*** Mentoring finance team, distribution of workload, and due dates
* Ensuring finance team are cross- trained and have up-to-date work instructions
* Mentoring and coaching the team on all things, statutory, analytical reporting (identify knowledge gaps)

**MANGEMENT ACCOUNTING*** Monthly Financial & Management reporting to trail balance
* Providing support to Operational Managers with understanding financials, and key indicators/ metrics
* Commentary on monthly financial results – abnormal items
* Ensuring month end close off process is met within published timeframes

**BUDGETS*** Overseeing budget process, reforecasts, consolidation
* Continue to redefine logic of budget models
* Balance Sheet budgets for consolidation and cash flow, 3 way forecast

**FINANCIAL ACCOUTNING*** Overseeing the calculation of all client rates and contracts in conjunction with operations
* Oversee treatment of all statutory taxes & levies - GST/FBT/PRT/ Black Coal LSL, Super
* Review treatment of revenue and cost with regards to divisions and companies
* Problem-solving and process review within the accounting system to ensure it falls within statutory requirements
* Overseeing of all audits by external parties
* Business Analytics and reporting
* Continually review processing and recommend data improvements or process improvements
* Assisting with maintenance of company accounting system

**FINANCE*** Debtor Finance Facility
* Loans and EF in line with debt reduction strategy
* General banking facilities for group Cashflow forecasting
* Group Treasury function

**INSURANCE*** Annual review of insurance requirements and levels
* Risk Review as the group grows and moves into new areas
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| **Teamwork** | * Contribute to a co-operative environment within the team.
* Communicate honestly and openly on performance / compliance related issues and expectations;
* Develop your skills and knowledge to improve flexibility and coverage within the Company;
* Back up and/or offer support where needed from time to time;
* Regularly communicate with employees / peers on any Safety matters.
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| **5. KEY PERFORMANCE INDICATORS** |
| **KEY TASKS** | **KEY PERFORMANCE INDICATORS** |
| Safety | Incident reporting to company < 30 minutes from time of incident |
| Safety | Arrive ‘Fit For Work’ at commencement of each shift |
| Training | 100% attendance & successful completion of training required for position asrequested by Company |
| Quality | Ensure that any customer concern is reported to Manager within 1 hour ofreceipt |
| Quality | Ensure 100% of data / records are saved within business software solutions |
| Environment | Environmental incidents are reported within 1/2 hour of event |
| Environment | 100% understanding of waste streams and segregation within the facility |

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| **6. OUR CHOICES** |
| **First in Safety** | We choose to be safe in everything we do. |
| **Mates in the Workplace** | We respect each other and work well together |
| **Supporting Work/Life Balance** | We put our best foot forward at work, to enjoy our family, friends, and the community in which we live & support |
| **Group Success is Built on Employee Commitment** | We take ownership of our work and quality and strive for excellence |

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| **7. COMMUNICATIONS & WORKING RELATIONSHIPS:** |
| **Internal:*** Support Departments: Finance, Commercial, Operations, HSEQ, Training Department, Human Resources
* General Manager, Directors and Department Managers

**External:*** Clients
* Banking Institutions
* Contractors & Service Providers
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| **8. TRAINING & EXPERIENCE REQUIREMENTS** |
| **QUALIFICATIONS** |
| **Essential**:* Class C Drivers Licence
* Bachelor of Business (Accounting) or similar
* MYOB EXO, Word, and Excel competent.
 | **Desired:*** CPA or CA qualified
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| **EXPERIENCE** |
| **Essential:*** Previous experience in a similar position
* Strong work ethic
* Ability to successfully mentor and lead a team
* Strong Safety Focus
* Commercial and business awareness
* Exceptional communication and interpersonal skills
* Developed verbal and written communication skills.
* Ability to work in a fast paced environment
* A keen eye for detail and desire to probe further into data
* Ability to work to tight deadlines
* Competent on full range of Microsoft programs.
 | **Desired:*** Ability to work in a team with varying levels of supervision
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| **9. COMPETENCIES:** |
| **Behavioral Competencies** | **1. Developing** | **2. Demonstrates** | **3. Coaches** | **4. Leads** | **5. Expert** |
| Reliability |  |  |  |  |  |
| Information Seeking |  |  |  |  |  |
| Planning & Organising |  |  |  |  |  |
| Attention to Detail |  |  |  |  |  |
| Flexibility and Adaptability |  |  |  |  |  |
| Teamwork & Cooperation |  |  |  |  |  |