

GROUP FINANCIAL CONTROLLER – POSITION DESCRIPTION

Department / Location	Corporate Finance
Immediate Manager	Executive General Manager Corporate Finance, Company Secretary
Manager once removed	Managing Director / CEO

Position Purpose

To manage the Group's financial and treasury systems and practices, ensuring financial information is timely, accurate, complete and compliant with relevant accounting and taxation principles.

Operating Context

Works across multiple entities with diverse operations. Manages responsibilities through a team of Finance Managers, Accountants and support staff. Work generates according to agreed business reporting and statutory timeframes. The role requires a hands-on approach with specific responsibilities for cash flow management, holding company accounting and statutory reporting.

Autonomy

Work is self-prioritised in a structured environment with little direct supervision. Open communication channels exist within the team and with the Executive General Manager, meaning that work is discussed periodically on an as-needs basis. Performance is formally reviewed annually. Incumbent will be required to determine when and how to escalate unresolved or complex issues.

Position Accountabilities

1. Provide excellent leadership and management of Corporate Finance, measured by the effectiveness, engagement and business unit respect of the team.
2. Build productive working relationships with stakeholders in order to understand their business operations and the financial information needs of end users.
3. Manage relationships with others across the Group to achieve alignment in key business strategies and decisions.
4. Manage the Group's cash flows within available facilities, providing appropriate reporting to Directors and Executive Management.
5. Manage the Group's financial reporting obligations, with responsibility for preparation and lodgement of compliant full year and half year consolidated accounts.
6. Manage the Group's statutory taxation obligations (including Income Tax, FBT, BAS, Gaming and Payroll Tax), with responsibility for preparation and lodgement.
7. Collaborate, design, implement and review finance systems, policies and procedures to ensure continuous improvement and contemporary relevant practices.
8. Oversee finance systems managing transaction flows from source through interfaces to general ledger.
9. Ensure finance ledgers are maintained on a timely basis, are accurate and complete, and structured for the dual purpose of providing relevant information to internal users and meeting statutory obligations.
10. Ensure reporting functions and responses to ad hoc requests for financial related information are appropriately delivered.
11. Preparation of annual budgets for holding company entities.
12. Perform the accounting function for holding company entities.
13. Undertake a range of other activities within the Corporate Finance function, in conjunction with other Finance staff, such as maintenance of consolidated key finance activities (e.g. asset financing); governance/internal control activities; business administration or insurance management.

Generic accountabilities – team member

- Build team and individual capability, ensuring personal effectiveness for work in current and future roles.
- Contribute to the effectiveness of the Corporate Finance team.
- Support team meetings at which progress against KPIs is monitored and discussed.

Generic accountabilities – every employee

- Support a safe working environment within your area of responsibility and a ‘safety first’ culture.
- Apply sound time management judgement in relation to prioritising work and meeting deadlines.
- Ensure compliance with relevant legislation and organisational policies.

Dimensions

The position manages	• Multiple direct reports – Finance Managers • Multiple indirect reports – Accountants, Finance Officers, Accounts Payable Supervisor and Officers
Expenditure authority	• Per delegation authority policy
Expense budget	• Per approved annual budgets
Revenue	• N/a
Assets under control	• Office FF&E

Position Relationships

Key Internal Relationships	Key External Relationships
• Executive General Manager Corporate Finance, Company Secretary • Direct & indirect reports • Corporate Executive • Business Services unit, including Group Manager, Payroll, Group Procurement & Accounts Receivable teams • Governance, Risk, Legal & Internal Audit Managers • Business Unit Commercial Managers • Business Unit Executive Management • Family Accounting Unit	• Bankers & other finance providers • External Auditors • Tax Agents • Insurance advisors • Legal advisors • Third party suppliers

Success Profile

Essential Qualifications and Experience	• Bachelor degree in Accounting/Finance. • CPA or ACA qualification. • Significant accounting experience, including recent experience in a similar level role within a commercial and/or public practice environment. • Ability to obtain a Tasmanian Gaming Licence (may be required).
Level of Expertise	• Demonstrated capability in leading & managing an operational team and a practical understanding of contemporary people management practices. • Ability and willingness to take a practical approach and undertake work at an operational level. • Prior specialisation in taxation, financial reporting &/or audit. • Prior experience in leading business process improvement and project management. • Strong mathematical and analytical skills, with high proficiency in Microsoft applications, particularly Excel. • Excellent written and verbal communication skills with proficiency in preparing reports and presentations. • Proven ability to understand key financial and business variables in a complex and changing commercial environment. • Proven ability to meet statutory obligations.
Behaviours	• Delivering results – sets own and team goals and consistently

	overcomes obstacles. • Adapting to change and leading change – highlights potential improvements in current systems, processes and procedures and encourages others to accept change and gives reasons for change. • Analytical thinking and trends analysis – can see trends in data and can compile data to arrive at an accurate solution. Gathers and sorts relevant data for analysis. • Coaching people – acts as a leader, as a mentor, supports others in professional development. Allocates time and effort to discuss development requirements and provides feedback regarding performance and capability. • Customer orientation – accurately anticipates emerging and current client needs and establishes and maintains positive relationships with customers.
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