



POSITION DESCRIPTION

POSITION TITLE:	FINANCE & ADMINISTRATION MANAGER
LOCATION:	Nelson Region – Appleby Office
REPORTS TO:	Director
DIRECT REPORTS:	N/A
POSITION:	Fulltime 40 hours a week
RELATIONSHIPS WITH:	All Staff Contractors Clients Suppliers Accountant
PURPOSE OF THIS ROLE	
<p>The purpose of this role is to effectively manage the financial and administrative function within Tasman Civil.</p> <p>This will include managing all required administration systems, finance and support tasks efficiently and effectively and taking responsibility for providing optimum financial and administration support to the Director through the provision of client focused quality service, in a knowledgeable, efficient and friendly manner.</p> <p>This is a significant position within the team and it is expected that the Finance and Administration Manager will maintain a high level of professionalism and integrity, display a positive attitude and a team focus.</p>	
KEY ACCOUNTABILITIES	
OFFICE SUPPORT AND ADMINISTRATION	<ul style="list-style-type: none"> • Set up and maintain office systems and filing requirements. • Provide general administration support to Management including responding to general enquiries, job requests and internal correspondence. • Take ownership for administration and finance systems including record keeping accuracy, departmental reporting and other administrative tasks using MS Office software, MYOB, Ostendo and ACE payroll • Ensure vehicles have current RUC/COF/WOF
FINANCE SUPPORT	<ul style="list-style-type: none"> • Ensure correct approval of all accounts payable, sorting and coding of invoices and entry into MYOB • Enter bank transactions and reconcile to bank statements • Ensure invoices and statements are generated and distributed

	<ul style="list-style-type: none"> • Develop, streamline and enhance financial management and reporting processes • Manage the processing of all contract and other income and disbursements • Timely and accurate preparation of consolidated monthly and annual financial statements and reports in accordance with legislative compliances • Ensure financial and business related legislative compliances are met • Maintain customer files and records in MYOB and Ostendo • Ensure account reconciliations are completed accurately and within required timeframes • Assist with daily timesheets from field staff into Ostendo job costing ensuring time, resources, and plant are allocated to correct job numbers • Reconcile hours from Ostendo to ACE payroll • Ensure income tax, GST,PAYE,ACC returns and payments are made on time with no material error • Ensure all financial and payroll transactions and audits are undertaken and recorded in accordance with legislative requirements and best practice • Provide timely and robust financial analysis to support business decision-making • Manage all documentation relating to group insurances • Review and develop effective and robust financial policies and control procedures • Ensure internal controls and systems are effective and efficient
<p>H&S GENERAL SUPPORT</p>	<ul style="list-style-type: none"> • Manage contractor and employee registers including inputting data to new employee, training, hazards register, competency, sub-contractors approvals, vehicle maintenance • Assist with Health and Safety administration including maintaining record keeping and filing • Maintaining and improving ISO9001 accreditation and audits • Assist with maintaining ACC qualifications • Demonstrate a commitment to health and safety through all interactions with employees, contractors and the public
<p>GENERAL</p>	<ul style="list-style-type: none"> • Fully participate as member of the Tasman Civil Ltd team undertaking all duties enthusiastically and maintaining positive working relationships with Directors, staff and clients • Actively manage own responsibilities by using time management skills, initiative and common sense • Provide professional, high-quality customer client service • Actively participate in the staff appraisal process identifying own requirements with regard to personal and professional development, and utilise opportunities that are made available to develop new or optimise existing skills • Be committed to the quality improvement process by initiating and implementing best practice changes/systems/procedures • Drive to implement the Tasman Civil Ltd's vision and values • This position description is a basis for duties, but does not encompass all events or scenarios and may be varied from time to time in consultation with the employee. • You will also be required to undertake duties from time to time as are reasonably requested by the Director

SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES	
<ul style="list-style-type: none"> • CA qualified and/or a minimum of 7+ years of strong financial experience. • Experience in a financial management role • Experience working for a contracting or construction company is an advantage • Proven experience working in a sole charge work environment • Proven ability to develop and implement innovative ideas that enhance the smooth operation of the company • Ongoing drive and commitment to developing and maintaining office systems • A high level of competency in all MS Office systems including Outlook, Word and Excel 	
COMPETANCIES	
PLANNING AND ORGANISING	Establishing courses of action for self and others to ensure that work is completed efficiently.
DECISION MAKING	Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.
WORK STANDARDS	Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed
MANAGING WORK	Effectively managing one's time and resources to ensure that work is completed efficiently.
FOLLOW-UP	Monitoring the results of delegations, assignments, or projects, considering the skills, knowledge, and experience of the assigned individual and the characteristics of the assignment or project.
ADAPTABILITY	Maintaining effectiveness when experiencing major changes in work tasks or the work environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.