



JOB DESCRIPTION

POSITION:	Group Financial Controller
HOURS:	Full time position – 40 hours per week
REPORTS TO:	Managing Director
LOCATION:	Brightwater, NELSON
DIRECT REPORTS:	Admin & Accounts Team: 3 employees
RESPONSIBILITY:	<p>The purpose of this role is to assist with the effective management of the accounting and financial function for Moutere Logging Limited group of companies.</p> <p>This will include managing all the accounting tasks efficiently and effectively and taking responsibility for providing optimum financial support to the Managing Director in a knowledgeable, efficient and friendly manner.</p> <p>This is a significant position within the team, so it is important that you maintain a high level of professionalism and integrity and display a positive attitude and team focus.</p>
KEY ATTRIBUTES:	<ul style="list-style-type: none"> • Interested in understanding business activities, which will inform the interpretation of financial data. • Good communicator and listener. Uses influencing skills with peers to engage all line managers with their relevant financial measurement. • Displays good time management skills, with the ability to prioritise important tasks vs urgent tasks. • Holds the ability to meet deadlines, is accountable for own performance and expects others to meet their deadlines as well. • Displays attention to detail and accuracy. • The ability of performing hands-on accounting functions and supervisory activities. • Strength in process development and process discipline, to provide stability of accounting function for business growth.

KEY ACCOUNTABILITIES	
Financial Excellence	<ul style="list-style-type: none"> • Manage the accounts for Moutere Group and business departments operating under the umbrella. • Review the accurate completion of account reconciliations within required timeframes. • Sound knowledge of intercompany transactions and upholding policies with Managing Director

	<ul style="list-style-type: none"> - Transfer pricing - Operational/Financial Group benefits • Moutere Group cashflow forecasting • Ensure all financial and payroll transactions and audits are undertaken and recorded in accordance with legislative requirements and best practice. • Manage all documentation relating to Moutere Group insurances with influence from relevant Managements. • Review and develop effective and robust financial policies and control procedures. • Manage Group income tax and payments to ensure they are accurate and on time. • Generating Group and individual budgets for each entity. • Develop and implementation of Management system with Managing Director. • Generating and analysis of key financial ratios.
Reporting	<ul style="list-style-type: none"> • Review of monthly and annual financial statements and reports in accordance with legislative compliances and reporting of Group consolidations. • Group cashflow reporting analysis and forecasting. • Management and maintenance of rolling forecasting model. • Provide timely and robust financial analysis to support business decision making.
Team Leadership	<ul style="list-style-type: none"> • Actively lead and develop the accounts teams. • Manage and distribute accounts workflow. • Encourage and support the team to achieve objectives. • Working in with implementation of short to medium strategies and plans.
General	<ul style="list-style-type: none"> • Fully participate as member of the Group team, undertaking all duties with enthusiasm and commitment. • Maintain confidentiality of the business and functions of the accounting role. • Maintain positive working relationships. • Actively manage own responsibilities by using time management skills, initiative and common sense. • Be committed to the quality improvement process by participating in initiatives and making suggestions as to improvements and/or efficiencies. • Assist in implementing Best Practice.
Health and Safety	<ul style="list-style-type: none"> • Take an active role in ensuring safety of yourself and other staff. This includes acting in a safe manner, taking action where you observe unsafe behaviours and reporting all incident/accidents and near misses.

RELATIONSHIPS:	Internal	Managing Director Executive team All levels of staff DCE NZ Manager Department Managers Health and Safety Manager
	External	External Accountants Customers Contractors and Consultants Suppliers Finance and Banks

PERSON SPECIFICATION	
Qualifications & Experience:	<ul style="list-style-type: none"> • BCom, CA and a minimum of 5-7 years work experience. • Financial controller experience ideal, but at a minimum to have worked at a Finance Manager role in a commercial activity. • Project/Work-in-Progress business environment. • Finance/admin team leadership (knows how to delegate, motivate different working styles, monitor performance, and have continuous improvement conversations). • Systems development/new system assessment and implementation. • Previous experience dealing with multiple entities at one time.
Skills and Knowledge:	<ul style="list-style-type: none"> • Accounting qualification, with financial accounting and management accounting papers. • Review and analysis of financial reporting, full understanding of Accounting and Finance practices. • Preparation of budgets (build up from activity levels, not just last year +%), with medium to advanced Excel skills. • Cashflow forecasting and managing lines of credit for individual and Group of companies. • Multi-currency accounting, experience with realised and unrealised fx. • Performance analysis, labour productivity, material utilisation, margin analysis, and in-house vs outsourcing assessment. • Managing a young team, growing talent within the team. • Advanced in Microsoft suite: Word, Outlook, and predominantly Excel. • Excellent analytical skills. • Attention to detail and commitment to quality improvement. • Excellent interpersonal skills and communication skills.
Personal Attributes:	<ul style="list-style-type: none"> • Efficient and well organised with an ability to meet competing demands. • Ability to work independently and manage own workload. • Ability to solve problems, use initiative and have confidence to ask questions when unsure. • Positive, cooperative and adaptable approach. • Discrete with good judgement.