



## Position Description

### FINANCE MANAGER

<b>Department:</b>	Strategy and Performance
<b>Reports to:</b>	Louise O’Connell, Strategy and Performance Manager
<b>Direct reports:</b>	Financial Accountant and Financial Administrator
<b>Key Relationships:</b>	Financial Accountant, Kaituna Accountant, Lead Team, External Auditors

#### OUR VALUES:

INTEGRITY, RESPECT, TEAMWORK, BALANCE, COMMUNITY

#### PURPOSE OF POSITION:

Responsible for performing tasks and duties related to the successful daily operations of the management and system accounting aspects of Nelson Management Limited. The Finance Manager will be responsible for daily finance operations, providing timely information on cash flows and analysis and insight on the business’s financial performance and position. Strong communication skills are vital to this role.

The position assists managers make decisions using an businesses financial data to plan, control, and evaluate costs, including product costs, analyse of breaks even, and budget for expenses, internal reporting and future growth.

As an integral part of the Nelson Forests team and will be required to work closely with management, the sales team, operations and the wider Financial and Administration team

#### Key Performance Areas:

DUTIES AND RESPONSIBILITIES	EXPECTED OUTCOMES
Leadership	Leadership of the team including <ul style="list-style-type: none"> <li>• Providing guidance , direction and common purpose for staff</li> <li>• Team motivation and development</li> <li>• Building a high performance and ethical business culture</li> <li>• Building effective and strong relationships with internal and external customers</li> </ul>
Budgeting and reporting	<ul style="list-style-type: none"> <li>• Preparing reports, budgets, commentaries and financial statements</li> <li>• Record and research financial risks information for analysis</li> <li>• Determine cost-effective alternatives for current and future projects</li> <li>• Advise senior leadership based on financial data</li> <li>• Prepare and propose budgets based on financial research</li> <li>• Analyze company project performance and ROI</li> <li>• Audit projects using best practices guidelines</li> </ul>

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	<ul style="list-style-type: none"> <li>• Oversee and organize financial management of existing projects</li> <li>• Compile and present financial forecasts</li> <li>• Controlling and forecasting income and expenditure</li> <li>• Financial administration and internal audits</li> </ul>
Advising on strategic planning and business planning	<ul style="list-style-type: none"> <li>• Prepare financial analysis for new ventures, partnerships, and inventory</li> <li>• Present cost-benefit analyzed data to leadership and interprets financial information</li> <li>• Maintain and oversee accounting procedures and processes</li> <li>• Liaising with key stakeholders and staff</li> </ul>
Systems and policies	<ul style="list-style-type: none"> <li>• Developing and managing financial systems/policies</li> </ul>
Systems Accounting	<ul style="list-style-type: none"> <li>• Reviewing systems performance and identifying system issues</li> <li>• Managing system upgrades with the IT department</li> <li>• Designing and implementing internal system controls (preventative and detective) to provide quality assurance over financial data</li> <li>• Reviewing and maintaining all financial systems policies and procedures</li> <li>• Collaborating with IT and financial staff to meet business requirements</li> <li>• Troubleshooting and fixing finance related system issues</li> <li>• Training and supporting finance team members in the use of financial systems and procedures</li> <li>• Backup to payroll</li> </ul>
Health, Safety & Wellbeing	<ul style="list-style-type: none"> <li>• Personal engagement and compliance with the Company's safety policies and procedures and relevant regulations and Codes of Practice.</li> <li>• Have the courage to intervene when you or others are at risk. Stop work if it is unsafe to continue</li> <li>• Participate by cooperating, consulting and communicating health and safety matters to your manager or H&amp;S representative.</li> <li>• Report any potential risks, incidents or injuries to appropriate management.</li> <li>• Ensure your actions or the actions of others will not cause harm to others</li> </ul>

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### QUALIFICATIONS AND EXPERIENCE:

*This section sets out the previous experience, technical abilities, and professional qualifications required to perform the role.*

ESSENTIAL	GOOD TO HAVE
<ul style="list-style-type: none"> <li>• CA qualified</li> <li>• Experience in leading, coaching and managing staff</li> <li>• Solid systems experience, from scoping, through requirements, development, training and roll-out.</li> <li>• Sound budgeting and forecasting with solid commercial acumen.</li> <li>• Communication skills, that allow you to engage with our clients.</li> <li>• Ability to self-manage in an environment where multiple priorities compete for your time.</li> <li>• Take ownership and look to add value.</li> <li>• Proactive business partner - ability to work collaboratively.</li> <li>• High attention to detail.</li> <li>• Problem-solving skills and critical and analytical thinking</li> <li>• Full drivers licence</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in project accounting.</li> <li>• Experience in business analysis.</li> </ul>

### KEY BEHAVIOURS:

*This section outlines the key competencies and personal behaviours expected within the role. Personal characteristics e.g. positive attitude, committed to quality.*

OUR VALUES & BEHAVIOURS	EXPECTATIONS
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Knowing and doing what is right, even when it is hard</li> <li>• Is seen as a direct, truthful individual</li> <li>• Remain dedicated and self-controlled, even when challenged.</li> <li>• Is resilient by admitting and learning from mistakes, and seizes the opportunity to improve.</li> <li>• Ensure confidentiality at all times</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Treat others the way you wish to be treated</li> <li>• Support everyone's worth and dignity, regardless of background, abilities or beliefs</li> <li>• Is considerate of others</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Communicates openly and honestly</li> <li>• Freely contribute and support to reach the team's goals</li> <li>• Accept that your actions impact everyone around you.</li> </ul>
<b>Balance</b>	<ul style="list-style-type: none"> <li>• Maintains a conscious balance between work and personal life so that one doesn't dominate the other</li> <li>• Make considered and balanced decisions</li> </ul>
<b>Community</b>	<ul style="list-style-type: none"> <li>• We are a socially responsible business with strong values</li> <li>• Engage with our broader community</li> <li>• We make decisions that mutually benefit our customers/suppliers and ourselves</li> </ul>

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