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| **POSITION TITLE** | Finance & Administration Manager |
| **POSITION TYPE** | Permanent, Part-time |
| **REPORTS TO** | CEO |
| **DIRECT REPORTS** | Reception/Office Junior, Office Administrator, Administrator |
| **LOCATION** | Nelson (and elsewhere as required) |
| **DATE ESTABLISHED** | January 2023 |

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| PURPOSE OF THE POSITION |
| To professionally lead Kernohan’s finance and administration functions in order to provide fit for purpose support to the business. To be a positive and proactive contributor to Kernohan’s senior leadership team, providing commercially sound information, analysis and advice in order to guide astute business decisions. To be a positive influence, support and mentor. To adopt a forward looking, continuous improvement focus on Kernohan’s key systems, processes etc. To consistently have the best interests of the organisation, its staff and customers at heart. | |

| KEY RESPONSIBILITES | |
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| Responsibility | Expected Outcome |
| **Finance & Administration** | * Oversee the efficient and effective delivery of all finance and administration functions within the business, including debtors, creditors, job costing, payroll, reconciliations. * Directly responsible for the creation of budgets, WIP management and reporting, general ledger, month and end of year financials, statutory returns, regulatory reporting, stocktake. * Proactively raise and address any risks appropriately and seize opportunities to achieve and improve compliance and accuracy. |
| **Reporting & Analysis** | * Develop a comprehensive understanding of the business and present regular reports in order to create transparency of true business performance over time. * Ensure the senior leadership team and governance are aware of any underlying financial trends or risks so that corrective action can be taken if required. * Work with the business to commercially analyse and understand the impacts of various work opportunities and markets e.g., complete financial modelling. * Cash flow |
| **Systems** | * Create effective business cases should system changes be deemed worthwhile. |
| **Leadership** | * Provide leadership to Kernohan’s finance and administration team. Ensure expectations are clear and accountabilities met. Support and challenge the team to realise potential and deliver value to the business. Positively engage and seek buy in to the rationale and value of doing things differently. * Play an active, positive role as part of Kernohan’s senior leadership team. Be an active contributor of information, advice and guidance to support the organisation realise its potential and continuously improve. * Create professional, accurate Financial Board Reports * Be a proactive contributor to the development of a future focused business plan that achieves desired business results. |
| **Health and Safety** | * Assume responsibility for self and others in adhering to Kernohan’s Health and Safety policies and procedures. * Be a proactive champion for Health & Safety as part of Kernohan’s senior leadership team. |
| **Quality System** | * Ensure finance and administration staff and internal process follow ISO compliance system requirements as specified in the Quality System Manual. |
| **General** | * Willingly undertake other projects and tasks in order to be a positive contributor to the overall success of the Kernohan team. |

| KEY RELATIONSHIPS |
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| **Internal:**   * Finance and administration team members * Leadership team members * Directors/Board Members * Kernohan staff   **External:**   * Accounting firm * Auditors * Customers * Suppliers e.g., IT Systems |

| QUALIFICATIONS, SKILLS & EXPERIENCE | |
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| * Tertiary qualification in accounting – mandatory. * Prior commercial accounting experience – mandatory. * Strong technical understanding at a management accounting level – mandatory. * Practical experience operating in an environment where project management, job costing and operations are key to success (e.g., engineering, construction, manufacturing) – desirable. * Prior experience using various accounting / payroll systems, and the confidence to suggest alternatives to realise improved efficiency (Xero, Job Pro and PayHero are current operating systems). * High commercial awareness – understands key contributing factors to a successful business; sees trends, manages risks and is proactive in driving positive change to support commercial viability. * Practical experience operating in a changing business environment. * Experience leading teams and investing effort to ensure optimum service delivery to the business. * Excellent relationship building skills at multiple levels – a genuine ability to form positive working relationships across the board and be respected as a trusted source of advice. * Excellent planning and organisation skills – able to manage self successfully and motivate / organise others to do the same. * Highly results focused and action oriented to deliver on agreed expectations; invests effort and shows urgency appropriately. * A good decision maker when faced with challenges – able to successfully work through problems to meet the needs of customers, team members and the business. * Strong emotional resilience and problem solving capability – a genuine commitment to finding and addressing root cause issues in order to move the business forward. * Genuine commitment to Health & Safety, Quality, best practice operating standards and a job well done – holds self accountable to the highest of standards and will expect the same of others. * A desire to be part of a continuous learning environment – willing to offer an opinion and encourage team members to do the same. * Willingness to report on activity and be held accountable for business performance. * High integrity and trust – able to fulfil diverse pieces of work under different umbrellas with Kernohan’s best interests at heart. |