

**POSITION DESCRIPTION**

**Position title:** Finance & Logistics Manager

**Reports to:** Managing Director

**Responsible for:** Accounts Payable

**Key Functional Relationships:** Business Manager / Brand Managers

**Duties and responsibilities:**

**Allsports Distribution Ltd:**

To manage the Company Financial Reporting including Profit and Loss, and Balance Sheet. Preparing all Profit and Loss, Balance Sheet, and Cashflow Forecasting. Management of Supplier Purchasing, International Creditor payment requirements, Cashflow requirements, and ensure all tax requirements are met.

To manage the Procurement and Supply Chain for company branded products from international suppliers. Liaise externally with customers, suppliers, and logistics providers and internally with Sales, Finance, Warehouse, Customer Service and Marketing.

The position includes or attaches the following duties and responsibilities, and any duties and responsibilities reasonably incidental to them:

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| ***ALLSPORTS DISTRIBUTION LTD REQUIREMENTS*** |
| ***FINANCE*** | ***Key tasks*** | ***Performance standards*** |
| 1. ***Management***
 | 1. Manage the accounts team ensuring the finance department is running smoothly and efficiently.
2. Leading, Mentoring and developing members of the finance team.
3. Ensure all purchasing requirements are met from a financial, stock and business perspective.
4. Review of purchasing and operational costs for improvement of Business Profitability.
5. Work closely with Customer Services & Warehouse Manager to ensure stock accuracy is achieved including year-end stock-takes progress accurately.
6. Review of buy-plans with Brand Managers to optimize sales opportunities and Cashflow management.
 | Setting clear expectations within the finance team to ensure deadlines are met.Be a key leadership team leader with a strong commercial understanding of business that leverages off accounting acumen and aligns with the Company objectives.DailyOngoingOngoingOngoing  |
| 1. ***Bank Financial Reporting and Forecasting***
 | 1. Prepare annual Forecasts which include templates for:
	* Profit and Loss
	* Balance Sheet
	* Cashflow
	* Purchases / Stock Shipments
	* Sales
	* CapEx
	* Opex
2. Quarterly reporting for the following:
	* Bank convenance
	* Updated forecasts
	* Bank audits
3. Prepare monthly forecasts which include templates for:
* Profit and Loss
* Balance Sheet
* Accounts payable trial balance
* Accounts receivable trial balance
* Supplier Purchasing requirements
 | Within 45 days of the prior month balance dateQuarterlyRequired by middle of following month |
| 1. ***Financial reporting for Allsports***
 | 1. Monthly Balance Sheet Reconciliations.
2. Monthly Financial Reports for the Management team.
3. Year End Financial Reports for BFA Consolidation.
 | Required by the end of the monthRequired by the end of the monthRequired 45 days after the balance date of 30th June |
| 1. ***Cashflow***
 | 1. Financial planning of cashflow requirements including maintenance of daily cashflow report, debt collection and payment of creditors.
2. Manage the various bank facilities:
	* Invoice Finance – NZ
	* Invoice Finance – Australia
	* Trade Finance
 | Daily monitoring |
| 1. ***Management Team meetings***
 | 1. Prepare and present Financial Reports.
2. Prepare and discuss the cashflow forecasts.
3. Strategic financial planning.
4. Sales and margin tracking by Brand.
5. Brand stock requirements
6. Work closely with other members of the Leadership Team, providing commercial insights along with operational reporting and analysis and input to strategy and planning matters.
 | Required by the middle of the monthMonday management meetingMonday management meetingMonday management meetingMonday management meetingOngoing |
| 1. ***GST Returns***
 | 1. Prepare and file GST returns for Australia and NZ.
2. Payment of Provisional tax for Australia and NZ.
 | MonthlyOn advice from the BFA Accountant |
| 1. ***International Creditors***
 | 1. Payment of International creditors.
2. Allocation of payments.
3. Reconcile International Creditor accounts.
4. Management and negation of supplier payment terms.
 | As requiredAs requiredMonthlyAs required |
| 1. ***Foreign Exchange***
 | 1. Assess the FX fund requirements.
2. Set and operate a FX requirements policy
3. Liaise with Bank and buy FX Forward Contracts.
4. Upkeep and maintenance of FX records.
 | As requiredAs requiredAs requiredAs required |
| 1. ***Risk Management***
 | 1. Management of security and insurance systems to safeguard property, plant & equipment, and Motor Vehicles.
2. Manage the IT network systems and hardware, ensuring network security, risk management and planning the software and hardware requirement of the company.
3. Ensure Internal Systems and Controls are adequate for the business.
 | OngoingOngoingOngoing |
| 1. ***Statutory Requirements***
 | 1. Liaise with External Auditors, IRD and Tax Authorities and Suppliers.
 | When required |
| 1. ***Support to Managing Director***
 | 1. Meet with the Managing Director to discuss Strategic Financial Planning and Business Direction. Review monthly objectives.
2. Support to the Managing Director for all banking and financial forecasts and requirements.
3. Support and work closely with Managing Director for all General / Financial Management.
4. Provide Financial advice and support.
 | WeeklyPrepare all banking reports when required. Attend all bank meetings Support for team when MD is on annual leave and overseas tripsWhen required |
| 1. ***Other***
 | 1. Ensure compliance with the Food Safety Act / MPI / TDC.
2. Transitional Facility – ensure MPI requirements are adhered to.
3. Ensure Monthly / Annual checks are done for BWOF.
 | When requiredOngoingOngoing |
| ***LOGISTICS***  | ***Key tasks*** | ***Performance standards*** |
| 1. ***Purchasing and Inventory Control***
 | 1. Managing procurement and whole supply chain for different international brands
2. Demand Forecasting and purchasing bulk season products, in collaboration with Brand Managers.
3. Consolidating of Retailer indents.
4. Managing supplier and customer order confirmations.
5. Sales Team Support
6. Entering and receipting purchase orders in Cin7 and allocating freight and customs costs.
7. Running stock reports for all brands.
8. Prepare and process Stock Takes.
 | Stock levels are monitored, and stock is purchased in a timely / Cost efficient manner to ensure that product is shipped on time.Considering Finance requirements and shipping timesMeet Supplier purchasing deadlines.Monitor DG gas stock levels in regards of max storage allowanceAlways ensure smooth supply chain. |
| 1. ***Shipping and Logistics***
 | 1. Shipping products from worldwide at the right time and cost efficiently to meet customer delivery dates in NZ and Australia,
2. Ensure Import requirements and regulations are met.
3. Monitor and update the Team and customers about delivery status and ETA.
4. Export to Australia and ensure shipping requirements are met.
5. Review and negotiate freight costs for optimising Company profit.
6. Claim Management and processing supplier credits.
7. Processing and approving freight and customs invoices in Cin7.
8. Duty Draw Back for export shipments to Australia if required.
 | Product arrives on time so that customer expectations of delivery times are met. Stock is receipted accurately, and discrepancies are recorded and adjusted for.Receiving the optimum price and service from transport providers |
| ***HEALTH & SAFETY*** |  |  |
|  | 1. Work safely and responsibly by practising safe work methods as outlined by Allsports Distribution and the Health & Safety at Work Act 2015.
 | Processes are put in place to monitor and minimise workplace accidents. |

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|  ***ALLSPORTS STANDARDS OF BEHAVIOUR*** |
| **1. Team orientation:*** Aware of team goals and objectives
* Seeks input from others and keeps them informed
* Works co-operatively, and gives support to others when needed
* Is flexible around individual tasks and jobs
* Maintains good relationships, does not allow personality differences to intrude

**2. Customer focus:*** Commitment to meeting needs and expectations of Customers
* Aware of current Allsports products, services and resources
* Warm, friendly manner to Customers and colleagues
* Gives options and choices in solving Customer enquiries and problems
* Deals appropriately with variety of situations and people

**3. Communication:*** Attentive and active listener, checks understanding
* Clear, concise, readable, and accurate written communication
* Is approachable, shares ideas with team, gives relevant feedback
* Is sensitive to the moods, feelings and motivations of others
* Communicates professionally and appropriately to situation, culture etc.

**4. Problem solving:*** Identifies problems, prioritises critical issues
* Uses available resources to check information
* Identifies appropriate solutions
* Consults widely with team where necessary
* Anticipates future problems and takes action

**5. Self-Manager:*** Uses time effectively and is reliable and punctual
* Manages work to achieve objectives through prioritising
* Stays calm under pressure, and manages stress positively
* Accepts change readily and adapts quickly to change
* Delegates where appropriate, asks for help where necessary

**6. Achievement/improvement orientation:*** Demonstrates seeing projects through, following up
* Maintains a positive approach in all situations
* Constantly looks for ways to do things better
* Actively promotes Allsports services and standards
* Pro-active in suggesting new ideas for services
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 Employee Date

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 **Allsports Distribution Limited** Date