

Position Description

Position:	Financial Controller
Department:	Finance
Reporting to:	Head of Finance
Location:	Marlborough
Date:	May 2026

Position Purpose:

- To manage YWG's financial information, treasury systems and practices (in line with the company's treasury policy) and compliance requirements, ensuring financial information is timely, accurate, complete, and compliant with relevant accounting and taxation principles and local statutory regulators.
- To manage the accounts team to adopt and embed a business partnering approach ensuring our internal customers (our people) are always front and centre of mind.
- Establish, monitor, and oversee an effective control environment and ensure the correct processes and policies are in place to minimise risk, particular focus on AP, AR & payroll functions.
- To be a custodian of the group's assets, including cash flow and working capital management, fixed assets maintenance and insurance.

Key Relationships:

External	Internal
<ul style="list-style-type: none">• Auditors• ASB• Tax & Treasury Partners (PWC)• IRD & Government Authorities• Insurers & Brokers• ERP Support Provider• Payroll Service Providers• Accounting Service Providers	<ul style="list-style-type: none">• Yealands and Seaview Estate Leadership/Management Teams• Yealands and Seaview Estate Finance Teams (Direct Reports are the Accounts team, comprising AR, AP, Payroll & Accounting. These functions may either be outsourced or internal)

Key Accountabilities & Tasks:

Core Responsibilities (All responsibilities apply across all of the companies within the Group, unless otherwise specified)

- Responsible for month end accounting processes, including supporting Board, Audit & Risk Committee and Bank reporting.
- Manage statutory reporting requirements and compliance, including but not limited to year-end audit, tax (both annual and regular), and company secretarial matters, within NZ and internationally. This may include outsourcing some of these functions to appropriate technical experts.
- Preparation of annual financial statement inputs for the Marlborough Lines Group, and management of the daily interactions with external auditors for financial year-end.
- Oversee the Company's use of Microsoft Business Central (ERP system) to ensure system controls and functions are being fully utilised and the system supports and enables our internal customers (our people).
- Ownership of the chart of accounts, and working with IT and other departments on the management of all financial master data. Ownership of the fixed assets and lease registers, and any other registers of financial data.
- Championing data integrity, ensuring the reconciliation of different systems used within the business to ensure that all there is one version of the truth.
- Management of the day-to-day treasury function, by managing bank accounts and facilities, hedging instruments, cash position and AP/AR functions. Ensuring that bank accounts are fully reconciled, with minimal aged debtors or aged creditors and working capital is optimised.

- Management of the payroll function including procedures, controls and compliance with relevant legislation, within NZ and internationally. This may include outsourcing some of these functions to appropriate technical exports.
- Support internal audit projects for improvement across the business in processes and controls.
- Preparation of budgeted and forecasted financials, on a rolling cycle.
- Establish standardised processes through accounting manuals, policies, SOPs and fully reconciled balance sheet accounts.
- Periodic review of accounting systems to ensure they are fit for purpose, and there is integrity within the data and working with IT as necessary on system improvements.
- Support the annual Insurance Renewal process, and the completion of insurance claims as needed.
- Ensure collaborative and beneficial working relationships with all external service providers and experts, including audit, tax, treasury, payroll, insurance and accounting.
- Ad hoc projects and reporting as required.

Leadership in Sustainability

- Be an integral part of the finance team that supports the financial sustainability of the company.
- Always be unapologetic & vocal about our sustainability ethos.

Our People

- Promote, develop & embed a 'one team' approach to Finance to support improved financial capabilities of non-financial people.
- Develop, manage and mentor your direct report/s to ensure they have and deliver on annual objectives and personal development plans.
- Build and develop a team culture focused on operational excellence, and high staff morale through:
 - appropriate communication
 - coaching, collaborative reviews,
 - training & development,
 - and regular performance feedback.
- Have a visible presence across the business to promote engagement and positive working relationships.

Health, Safety, Compliance & Standards

- Always abide to relevant legislation and the company's policies and procedures whilst acting within the capacity as an employee or whilst acting on behalf of Yealands.
- In relation to Health and Safety, environmental management, ethics, quality and food safety responsibilities:
 - Comply with relevant legislation and related company's policies, procedures and standards are always adhered to.
 - Actively participate in related training.
 - Identify to your Manager areas where conforming to existing procedures will adversely impact adherence.
 - Report improvements or incidents through the company's reporting system and ensure investigations are completed, improvements identified and implemented to manage risk.
- Work with 'best practice' in regards to food defence and food fraud procedures.
- Actively participate in audits as required.

Person Specifications:

Education:	<ul style="list-style-type: none"> • Degree qualified in finance and accounting • CA strongly preferred
Experience:	<ul style="list-style-type: none"> • At least five years' experience in relevant finance management position in manufacturing, agricultural or similar business. • Strong understanding of accounting standards and audit requirements. • FX and treasury management. • Proven people leader through change. • Experienced user of Microsoft Business Central or equivalent ERP system.

Specific Skills:	<ul style="list-style-type: none"> • The ability to think analytically. • The ability to negotiate and form strong working relationships across the business. • Good communication skills – both written and verbal. • A keen eye for detail and desire to probe further and question data. • The ability to work to multiple deadlines. • Advanced user of Microsoft Excel.
Core Competencies:	<p>Leading and Supervising</p> <ul style="list-style-type: none"> • Provides others with a clear direction. • Sets appropriate standards of behaviour. • Delegates work appropriately and fairly. • Motivates and empowers others. • Provides staff with development opportunities and coaching. • Recruits staff of a high calibre. • Shows respect and sensitivity towards diversity <p>Deciding & Initiating Action</p> <ul style="list-style-type: none"> • Makes prompt, clear decisions which may involve tough choices or considered risks. • Takes responsibility for actions, projects, and people. • Takes initiative and acts with confidence. • Initiates and generates activity. • Demonstrates an understanding of how one issue may be a part of a much larger system. <p>Systems and Process Excellence</p> <ul style="list-style-type: none"> • Understands the importance of data integrity and operates with a high degree of accuracy. • Reviews data to provide relevant information to support recommendations and conclusions. • Utilises systems to appropriate level. • Understands and applies all relevant processes and procedures. • Ensures others operate within the controls set up to protect the business. • Process driven to identify and eliminate non-value adding tasks. <p>Applying Expertise and Technology</p> <ul style="list-style-type: none"> • Applies specialist and detailed technical expertise (particularly Accounting Standards, Payroll legislation and best practice for tax compliance). • Develops job knowledge and expertise through continual professional development. • Shares expertise and knowledge with others. • Uses technology to achieve work objectives. Willingness to learn and trial with AI developments. • Demonstrates an understanding of different organisational departments and functions. • Ability to identify control weaknesses with conviction to remedy. <p>Reporting</p> <ul style="list-style-type: none"> • Analyses numerical data, verbal data and all other sources of information. • Probes for further information or greater understanding of a problem. • Makes rational judgements from the available information and analysis. <p>Achieving Personal Work Goals and Objectives</p> <ul style="list-style-type: none"> • Accepts and tackles demanding goals with enthusiasm. • Demonstrates passion for the business • Identifies own development needs and makes use of developmental or training opportunities.

This position description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, or skills required, and the employee may be required to perform other duties (that they are skilled to perform) as needed.

Manager and Employee Acknowledgement:

Manager's Signature

Date:

Employee's Signature

Date: