

# Position Description



## Senior Commercial Manager

<b>Date</b>	October 2024
<b>Purpose of position</b>	<p>Working collaboratively with the CFO, this position plays a key role in ensuring Port Otago has robust financial management via:</p> <ul style="list-style-type: none"> <li>- provision of commercial and financial support to the business,</li> <li>- high quality and timely budgeting, forecasting and advice for budget holders,</li> <li>- leading Port's strategy and implementation, and</li> <li>- championing the use of data and AI.</li> </ul>
<b>Reports to</b>	Chief Financial Officer
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Leadership Team</li> <li>• Finance Team</li> <li>• Budget holders</li> <li>• Member of the wider Leadership Team</li> </ul>
<b>Direct Reports</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>Qualifications &amp; Requirements</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification in Accounting or Finance and CA/CPA qualifications.</li> <li>• 5+ years' experience in a senior financial accounting position.</li> <li>• Commercially savvy and enjoys considering options/deals.</li> <li>• Strong analytical and strategic skills with an inquiring mind and a drive to improve.</li> <li>• Leadership experience or attributes – great collaborator, influencer, coach and communicator.</li> <li>• Structured and logical thought processes with the ability to articulate concepts and options clearly.</li> <li>• Comfortable iterating work in an agile way.</li> <li>• Demonstrated project management mindset and ability to lead and deliver change and projects.</li> <li>• Excellent communicator who can write a sound business case and present data to fit requirements and end user needs.</li> </ul>

## Core Responsibilities

<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Takes responsibility for own and others safety.</li> <li>• Ensures adherence to safety standards, statutory and legislative requirements, and Port Otago policies and procedures.</li> <li>• Report all H&amp;S events accurately and in a timely manner.</li> <li>• Participates in induction and on-going training programmes.</li> <li>• Complies with work area PPE requirements.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Responsible for ensuring a safe workplace and adherence to good housekeeping practices.</li> <li>• Completes regular VSL's (Visual Safety Leadership) to support keeping our people safe.</li> </ul>
<b>Commercial support to the business</b>	<ul style="list-style-type: none"> <li>• Provides financial business partner support for the GM Customer.</li> <li>• Provides analytics, scenario modelling and pricing options to support commercial decision making.</li> <li>• Provides timely and sound financial support for projects.</li> <li>• Develops thorough, robust, and well thought out business cases.</li> <li>• Provides data and insights to support strategic and operational planning and decision making, while challenging operational procedures and recommending improvements.</li> </ul>
<b>Budgeting and Forecasting</b>	<ul style="list-style-type: none"> <li>• Leads Port's budgeting and forecasting processes, providing insightful analysis to enhance business performance.</li> <li>• Promotes continuous improvement in financial systems and processes.</li> </ul>
<b>Data and reporting</b>	<ul style="list-style-type: none"> <li>• Designs and provides insightful information to budget holders, and business unit owners.</li> <li>• Supports Leadership Team with preparation of monthly board reporting.</li> <li>• Champions the use of data and AI within the Finance and Leadership Teams.</li> </ul>
<b>Procurement</b>	<ul style="list-style-type: none"> <li>• Leads the delivery of Port's procurement strategy.</li> <li>• Ensures procurement processes support the overall financial strategy and operational needs.</li> <li>• Continually improve Port's procurement processes.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Supports the CFO by providing professional leadership to finance team members.</li> <li>• Supports leaders to increase financial awareness and acumen.</li> <li>• Acts as Chief Financial Officer in their absence.</li> <li>• Takes on other duties that fall reasonably within the scope of this position as required.</li> </ul>
<b>Delivery to Customer</b>	<ul style="list-style-type: none"> <li>• Ensures a high degree of responsiveness in service delivery for both internal and external customers.</li> <li>• Stays "ahead of the game" on service delivery and ensures that any issues are addressed as appropriate.</li> </ul>
<b>Personal development</b>	<ul style="list-style-type: none"> <li>• Participates positively in connect conversations.</li> <li>• Takes responsibility for own professional development, supported by CFO.</li> </ul>

## Key Performance Measures

<b>Health and Safety</b>	<ul style="list-style-type: none"><li>• Work practices are always safe.</li><li>• Role models good safety practices to others.</li><li>• All H&amp;S events and hazards are reported promptly and accurately.</li><li>• Supports the creation of error tolerant workplace to keep our wider team safe.</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>• Works collaboratively to achieve Port's strategy and goals.</li><li>• Shows respect for what others are trying to achieve by actively listening and responding constructively.</li><li>• Promotes good co-operation and communication between teams.</li><li>• Looks for opportunities to support and assist others.</li><li>• Continuously improves the way we do things.</li></ul>
<b>Delivery</b>	<ul style="list-style-type: none"><li>• Delivers agreed outcomes and results.</li><li>• Budgeting and forecasting are delivered on time and with accuracy.</li><li>• Reporting is completed to agreed timeframes and standards.</li><li>• Commercial and Leadership Team advice and support tangibly enhances decision making and outcomes.</li></ul>