

Position:	Commercial Finance Manager
Department:	Finance
Reporting to:	CFO
Location:	Auckland with occasional travel to Marlborough
Date:	January 2024

Position Purpose:

To provide commercial decision-making support to the CEO, Leadership Team and commercial partners of the business. The role also provides rigour and accuracy to our day-to-day operations and planning processes, ensuring robust management information is available on time and to a high standard to maximise customer and brand profitability.

Key Relationships:

External	Internal
<ul style="list-style-type: none">• Auditors• Customers	<ul style="list-style-type: none">• CFO• Finance Team• Sales and Marketing Teams• Leadership Team

Key Accountabilities & Tasks:

Customer and Consumers

- Partnering key stakeholders, including but not limited to the CEO, Sales and Marketing Teams to continue to improve customer & brand profitability. This includes regular P&L budget and forecast preparation and review, providing transparency of performance against targets.
- Ensure that Board, LT and other team members have accurate and timely information with detailed analysis and insights with which to make informed & insightful decisions.
- Ensure reporting of brand investment is in line with expectations and provide insights into its value contribution.
- Support, test and challenge the forecast assumptions of the sales and marketing teams, providing insights and rigour prior to wider distribution and review.

Leadership in Sustainability

- Support the Finance Teams goal in going paperless.
- Actively support Yealands sustainability ethos.

Key Accountabilities & Tasks:

Our People

- A can-do attitude and an agile mindset to problem-solving.
- An approachable and engaging manner to build the capabilities of those around you and the teams you partner with.
- Be available and responsive to colleagues, providing support for customer and product analysis as needed including evaluating risks, opportunities and proposals.
- Promote, develop and embed a 'one team' approach to Finance.
- Develop, lead and mentor your direct report/s to ensure delivery of annual objectives and personal development plans.
- Commitment to develop direct reports to be able to step up in periods of absence and foster their career growth.

Leadership

- Lead the team to ensure outputs align with the company strategy.
- Inspire and drive a high-performing team culture by demonstrating exceptional leadership capabilities and behaviours.
- Participate in regular leadership development activities and/or training.
- Build and develop a team culture focused on operational excellence, and high staff morale through appropriate communication, coaching, reviews, training & development, and regular performance feedback.
- Have a visible presence across the business to promote engagement and positive working relationships.
- Establish and maintain strong relationships across all levels of the organisation.
- Proactively engage teams to ensure buy-in and drive support for company initiatives.
- Manage the department budget and report variances.
- Manage leave liability ensuring this remains within policy limits.

Our Winning Mindset

- Continue to build robust financial planning models which allow the business to deliver value to shareholders.
- Commercial decision support to the CEO, GM Sales & GM Marketing. Look beyond the numbers to provide financial acumen, insight and strategy against external market data and category performance (e.g. IRI, Nielson Data). Lead the development and ownership of financial modelling tools.
- Lead the commercial forecasting and budget process for volume, revenue, discounts, advertising and promotional spend.
- Lead Management & Board reporting and commentary for customer and brand profitability.
- Champion the annual budget process as the lead commercial finance role.
- Day to day management of customer and brand volume & margin. Report on pricing, budgets, variances and forecasts to maximize revenue and EBITDA while maintaining brand equity for future growth.
- Timely support of the month-end process ensuring all revenue and costs are correctly accounted for, all required adjustments are made, so that Management Accounts accurately reflect the performance of the business.
- Work with the Customer Service team to ensure all price increases are actioned on a timely basis.
- Reconciliations of A&P and customers discount accrual balance sheet accounts.
- Look for efficiencies in non-value adding tasks to allow more forward-looking analysis and the business can close month-end within four days.
- Involvement in ad-hoc commercial and strategic projects as required

Key Accountabilities & Tasks:

Health, Safety, Compliance & Standards

- Always abide to the relevant legislation, company policies and procedures, whether acting as an employee or on behalf of the company at Yealands, supplier or customer sites.
- In relation to Health and Safety, environmental management, ethics, quality and food safety responsibilities:
 - » Lead by example ensuring relevant legislation, company policy, procedures and standards are being always adhered to.
 - » Identify and communicate staff development opportunities, working in conjunction with management to provide the necessary training.
 - » Actively participate in related training.
 - » Identify and report improvements or incidents through the company's reporting system, ensuring investigations are completed in full, improvements identified and implemented to minimise future risk.
- Actively participate in the injury management process.
- Enable and support employees to participate in environmental and sustainability programmes where appropriate.
- Participate in audits as required.

Person Specifications:

Education:	<ul style="list-style-type: none">• Degree qualified in finance and accounting and CA qualified preferred (5-10 years PQE).
Experience:	<ul style="list-style-type: none">• At least five years' experience in commercial finance in FMCG or similar business.• Working understanding of global market / exports / route to markets.• Confidence working with and understanding trends of customers, competitors, market and category data.
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 & Power BI.
Core Competencies:	<p>Business Awareness</p> <ul style="list-style-type: none">• Displays a clear understanding of the business strategy and company goals.• Demonstrates due consideration to business needs when designing and implementing change.• Understands the underlying issues that affect the performance of own function and the impact this may have on the wider organisation.• Maintains an up-to-date awareness of market, political, economic and social trends and competitor activities.• Demonstrates a good understanding of performance measurement and financial management in own team and function. <p>Working with People</p> <ul style="list-style-type: none">• Demonstrates an interest in, and understanding of, others.• Adapts to the team and builds team spirit.• Recognises and rewards the contribution of others.• Listens, consults others and communicates proactively.• Supports and cares for others.• Develops and openly communicates self-insight, such as awareness of own strengths and weaknesses. <p>Applying Expertise and Technology</p> <ul style="list-style-type: none">• Applies specialist and detailed technical expertise, share knowledge with others.• Develops job knowledge and expertise through continual professional development.• Uses technology to achieve work objectives.• Demonstrates an understanding of different organisational departments and functions.• Can turn financial data into meaningful information, by identifying trends, priorities and conclusions. <p>Delivering Results & Meeting Customer Expectations</p> <ul style="list-style-type: none">• Focuses on internal and external customer needs and satisfaction.• Reviews financial data and summarises key points, making recommendation as to actions where appropriate• Sets high standards for quality and quantity.• Works in a systematic, methodical and orderly way.• Consistently achieves project goals.

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.

Employee and Manager Acknowledgement:

Employee Signature Date:

Manager Signature Date: