

**Chief Financial Officer****POSITION IDENTIFICATION**

Job Title	Chief Financial Officer
Site	Albion Park
Section	Finance

Reporting Relationships

Reports to (Position)	Managing Director
Number Of Reports	7

Positions Key Responsibilities

- Ensure the business is compliant with legal and regulatory requirements
- Ensure risk management strategies are developed, implemented and monitored
- Develop, implement and monitor key financial strategies and plans
- Lead the Human Resource, Accounting and Finance functions
- Provide guidance to the Managing Director, Account Manager, Business Development Managers and Business units.
- Monitor monthly variance analysis on financial results against forecasts / budgets and prepare report to senior management
- Prepare Receivables Purchase Agreement Monthly Compliance Statement
- Manage Credit Application process
- Ensure cost control measures are in place, monitored and reported on a monthly basis to senior management
- Arrangement of debt financing / equity
- Preparation of annual budgets for each Park Pty Ltd business unit
- Manage capital request process (Management of Change)
- Preparation of Monthly Financial Reports – internal and 3rd party stakeholders and provide analysis / commentary of results
- Management of Stock Control
- Develop and Implement best practice standards for the industry
- Maintain relationships with key stakeholders – Banks, Insurers and Customers
- Lead / Participate in all financial audits – internal and 3rd party and report to senior management on findings and provide recommendations of opportunity for improvement where appropriate
- Manage the acquisition and divestment processes of the business from a financial perspective



Chief Financial Officer

Essential Qualifications and Skills

- Qualified CA or CPA
- Strong analytical and interpretive skills
- Excellent verbal and written communication skills
- Excellent Management and Leadership

Required Knowledge and Competencies

- Excellent interpersonal, communication & negotiation skills
- Excellent computer literacy
- Managing the monthly management accounting and reporting cycle
- Forecasting and commercial analysis of projects
- Finance and business analysis
- Analysis of month end results and variances for each of the organisations business units
- Monthly KPI and dashboard reporting for review by business unit managers

Associated Duties

Facilitate Monthly Financial Report meeting with Senior Management:

Agenda

- Analysis of margins
- Debtors & Creditors
- Credit applications
- Cost control measures
- Verification of selling price
- Systems price checking
- Cashflow forecast and management.
- Budgets/ forecasts
- Sales analysis by customer segment & geographic location
- Expense allocations
- Bio Fuels return and exemption
- Freight cost analysis
- HR analysis
- Providing information to / from Auditors.
- Monthly accounts
- Monthly BAS statement
- Control of branded sites



Chief Financial Officer

Workplace Health and Safety Requirements

- Participate in incident investigation as required
- Comply with all site safety rules
- Keep workplace clean and tidy
- Undertake WHS training as directed
- Reporting all hazards
- Participate / Facilitate in Team meetings

Authorities/Delegations

- Operational Expenditure will be in accordance with Park Pty Ltd policies
- This position has an authority to approve purchases for capital expenditure up to \$50,000

Desirable Qualifications, Skills and Experience

- Petroleum industry experience and knowledge
- Current Drivers License