

## POSITION DESCRIPTION

### Finance & Administration Manager

#### **Purpose of Role**

The Finance & Administration Manager is responsible for leading the Business Services team. Overseeing financial planning, analysis, budgeting, forecasting, financial reporting, preparation of statutory returns, annual reconciliations and preparation of financial documents for accountants. The role is also responsible for oversight of business HR systems, insurances, payroll and debtor/creditor management and processing. This includes ensuring effective information flow throughout the business, compliance to business processes and ongoing improvement of the administration systems.

#### **Reports**

- This role reports to the General Manager.
- Manages the Business Services team
- Works closely with other members of the Bright Brewery Management Team (BBMT).

### **ACCOUNTABILITIES AND RESPONSIBILITIES**

#### **Accounting and Finance**

- Develop and maintain financial models to support business decisions.
- Analyse financial data and provide insights to improve profitability.
- Accountable for accurate and timely accounts payable, accounts receivable, tax reporting, excise reporting & compliance, CDS, liquor licence reporting, other statutory reporting and payroll.
- Lead the annual budgeting process working closely with the General Manager and BBMT.
- Monitor performance against budget and forecast, and recommend corrective actions as needed.
- Review reconciliations being undertaken by the Business Services team on at least a monthly basis.
- Conduct annual financial reconciliations to ensure accuracy and compliance.
- Identify and rectify discrepancies in financial records.
- Prepare financial documents for external accountants for annual tax returns.
- Assist in tax planning and compliance.
- Monitor and manage cash flow to optimize liquidity and working capital.
- Review expenditure to ensure they align with budget.
- Assist in the development and execution of company financial strategy.
- Evaluate investment and business opportunities.
- Ensure administration staff, financial and administration systems effectively process business transactions and accurately report business performance.
- Responsible for cash management systems and their implementation by administration staff; including security of cash, adequate change available at all times and weekly deposit cash takings to bank.
- Ensure appropriate archive processes are in place.
- Work with General Manager to develop a budget for the department.
- Be accountable for achieving cost targets as set in the budget.
- Ensure business operating systems integrate effectively and efficiently to provide accurate and timely reporting of business data and metrics.

#### **Performance Reporting**

- Report business analysis and creditor and debtor reporting to Management meetings.
- Preparation of regular and ad hoc financial / budgetary analysis reports to SLAs if required.



## POSITION DESCRIPTION

### **Human Resources**

- Responsible for the administration of the company HR systems including, but not limited to, onboarding/off boarding and performance management processes.
- Work with BBMT to ensure staff induction processes and training include necessary and appropriate modules and demonstration of competency in areas of safe working methods and policy & procedures including but not limited to Code of Conduct, HR and OHS.
- Help maintain a safe and secure work environment.
- Manage payroll administration and ensure all employment/onboarding documentation is completed, processed and filed.
- Manage administration staff through coaching and guidance to ensure performance objectives are achieved.
- Ensure 1-2-1 discussions/reviews are carried out for all Business Services team members.
- Respond to observed or reported hazards, incidents, or complaints in a timely manner according to Bright Brewery policy and procedures.
- Undertake regular office safety audits and follow-up.

### **General Business Administration**

- Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
- Work with area Managers in creating and maintaining written policies and procedures and evaluating system results with users.
- Manage insurance cover across the business
- Manage the process by which administration staff handle incoming communications including making front-line responses and forwarding as necessary.
- Ensure Bright Brewery presents itself internally and externally in a professional manner and daily business operations run smoothly.

## POSITION DESCRIPTION

**Ensure the Bright Brewery values are always in action while performing the role:**



**We are AUTHENTIC and genuine in all that we do.**

- We do what we say we're going to do.
- We present our business and services truthfully.
- We use natural ingredients to create genuine products.
- Our relationships are honest and respectful.

**Our business is SUSTAINABLE.**

- We're passionate about the alpine environment that surrounds us and seek to minimise our impact on it.
- We're managing our business for the long-term, providing a viable future for our community, staff and customers.

**We are ACTIVE!**

- We embrace the outdoors and encourage active lives.
- We are active in the community.
- We continue to review and develop our products and services, so they evolve and grow with the market.
- We are actively managing the business for future success.

## Skills Required

Experience as a Finance Manager (or equivalent)	Must have
Experience in administration management	Must have
In-depth understanding of procedures and policies	Must have
In-depth understanding of financial management, budgeting and financial reporting	Must have
Excellent organisational and multitasking abilities	Must have
An analytical mind with problem-solving skills	Must have
Process driven with strong attention to detail	Must Have
Knowledge of business finance software	Must have
Computer savvy (E-mail, MS Word, MS Excel, social media)	Must have
Clear and friendly phone manner	Must have
Ability to act ethically and fairly at all times	Must have
Self-motivated, outcomes oriented, person of action	Must have
A team player with leadership skills	Must have
An understanding of local tourism industry and/or craft beer scene	Highly desirable
Post-secondary education	Highly desirable
Understanding of key drivers in the business	Highly desirable
Ability to make work fun	Highly desirable

## Position Details

- Full-Time
- Bright Brewery is a family-friendly employer and will consider flexible working arrangement proposals.