



Position Description

Finance & Administration Lead

Purpose of Role

The Finance & Administration Lead is responsible for leading the Bright Brewery Group Business Services team, ensuring accurate financial management, reporting, compliance and administration across the business. The role oversees financial operations, forecasting, statutory reporting, payroll, HR administration systems and business-wide administrative processes, while driving system improvement and ensuring effective information flow across departments.

Reporting

Reports to the Chief Finance Officer (CFO).
Leads the Business Services team.
Works closely with the Bright Brewery Group Management Team (BBMT).

Key Responsibilities

Accounting & Financial Management

- Lead finance and administration operations including accounts payable, accounts receivable, payroll and statutory reporting
- Ensure accurate and timely completion of tax, excise, CDS and liquor licence reporting
- Oversee daily and monthly reconciliations including bank, cash and sales channels
- Conduct annual financial reconciliations and ensure compliance with reporting standards
- Identify and resolve discrepancies in financial records
- Prepare financial documentation for review by CFO/GM and external accountants
- Support tax planning and compliance requirements

Budgeting, Forecasting & Performance

- Support the annual budgeting process in collaboration with CFO/GM and BBMT
- Monitor and report financial performance against budget and forecast
- Assist in development and execution of financial strategy
- Monitor cash flow and provide forward visibility on liquidity and working capital
- Prepare regular and ad hoc financial and budget analysis reports

Systems & Process Management

- Ensure financial and administration systems accurately process business transactions
- Oversee integration and performance of business systems including payroll, POS, inventory and reporting platforms
- Drive continuous improvement of finance and administration systems and processes
- Work with department managers to develop, maintain and improve policies and procedures

Payroll & Human Resources Administration

- Oversee payroll processes including onboarding, offboarding, superannuation, leave management and award compliance
- Ensure time and attendance systems are accurately integrated with payroll
- Maintain HR administration systems and documentation
- Support a safe and compliant workplace through adherence to policies and procedures

Team Leadership & Development

- Lead, manage and develop the Business Services team
- Provide coaching, guidance and performance management
- Ensure regular performance reviews and 1:1 discussions are conducted
- Foster a positive, accountable and high-performing team culture

Debtor, Creditor & Cash Management

- Oversee debtor and creditor management and reporting
- Ensure effective cash management systems and processes are implemented
- Monitor cash handling processes and compliance across the business

General Administration & Business Support

- Plan and coordinate administrative procedures and systems across the business
- Manage business insurances and related administration
- Oversee handling of incoming communications and administrative workflows
- Ensure effective information flow between departments

Compliance, Risk & Safety

- Ensure compliance with all relevant financial, employment and business regulations
- Respond to hazards, incidents or issues in line with company policy
- Conduct and support regular office safety audits and follow-up actions

Authority

- Authority over finance and administration systems, processes and standards
- Authority to manage Business Services team performance and workload

- Authority to approve routine financial processes within agreed budgets and policies
 - Responsibility to escalate significant financial, compliance or operational risks to the CFO
-

The Position Involves

- Leading a multi-functional finance and administration team
 - Managing complex financial and operational systems
 - Working closely with senior leadership to support business performance
 - Balancing strategic oversight with hands-on operational execution
 - Handling sensitive financial and employee information with discretion
-

Skills Required

- Experience leading a finance or administration team (or equivalent)
- Strong understanding of financial management, budgeting and reporting
- Experience with administration systems and process management
- Strong analytical and problem-solving skills
- High attention to detail and process-driven mindset
- Strong organisational and multitasking abilities
- Experience with finance and business systems (payroll, POS, inventory, reporting)
- Strong communication skills and professional phone manner
- Ability to act ethically and with integrity at all times
- Self-motivated with a strong sense of ownership and accountability
- Proficiency in Microsoft Office and business systems

Highly Desirable:

- Experience with integrated business systems (time & attendance, payroll, POS, e-commerce)
- Post-secondary education in finance, accounting or related field

Desirable:

- Experience in a senior finance role within hospitality or manufacturing
 - Ability to contribute to a positive and engaging workplace culture
-

Position Details

- Full Time role
- Bright Brewery Group is a family-friendly employer and will consider flexible working arrangements

- Remuneration aligned to experience and responsibility as per employment contract
-

Values Alignment

The Finance & Administration Lead is expected to consistently demonstrate Bright Brewery's values:

- **Authentic** in communication, reporting and accountability
- **Sustainable** in financial decision making and long-term planning
- **Active** in driving improvement, performance and business outcomes
- **Inclusive** in leadership, communication and team engagement



WE ARE AUTHENTIC

- We are genuine in everything we do.
 - We do what we say and stand by it.
 - We present our business and products truthfully.
 - We use quality, natural ingredients to create honest products.
 - Our relationships are built on trust and respect.
-

WE ARE SUSTAINABLE

- We respect and protect our alpine environment.
 - We reduce our impact across all operations.
 - We make decisions for long-term strength and resilience.
 - We create lasting value for our community, team, and customers.
-

WE ARE ACTIVE

- We embrace the outdoors and active lifestyles.
- We show up and contribute to our community.
- We continually evolve our products and experiences.
- We take a hands-on approach and keep pushing forward.

WE ARE INCLUSIVE

- We create a space where everyone feels welcome.
- We value diversity and different perspectives.
- We foster a culture of respect and belonging.
- We design experiences so no one is left out.
- We remove barriers so more people can engage.