

Chief Financial and Operational Support Officer

Role Summary/Purpose: The role reports to the Managing Director (MD) and serves as an integral member of the senior management team.

- The Operational Support aspect provides the leadership, management and vision necessary to ensure that the business has the proper operational controls, administrative/reporting procedures, and people systems in place to effectively grow the organisation and to ensure operational strength and efficiency is embedded across the business.
- The Financial aspect leads the development, monitoring and evaluation of the overall corporate strategy with the MD and leaders of business units with emphasis on bottom line performance, working capital and enhancing shareholder value. This position will provide key financial insights to facilitate better decision-making when formulating and executing strategy.

Chief Financial Officer Essential Roles and Responsibilities:

Assignment Focus:

The Chief Financial Officer is responsible for supporting the executive team with key financial information and operational analytics and driving a culture of accountability in managing the business.

Primary Responsibilities:

- Defining the corporate financial strategy, managing financial capital and communicating capital requirements/implications of business decisions to MD and the Board of Directors (BoD);
- Growing equity value – increase gross profit and reduce debt;
- Ensuring efficient capital expenditures and minimisation of taxes;
- Providing useful financial insights to help make better decisions about formulating and executing business strategy
- Establishing internal control processes required to manage and grow the business;
- Anticipating and addressing potential problems in advance;
- Driving the annual budget process and the monthly reporting;
- Proactively managing cash flows in a cyclical environment;
- Implementing proper and accurate financial reporting through systems and accountability practices;
- Effectively leading the finance/accounting functions by developing and coaching existing members and by hiring and retaining top-grade talent;
- Developing and implementing a financial risk management policy incorporating items such as cashflow management, debtor insurance management;
- Effectively managing, BoD, and other financial relationships;
- Reviewing, documenting and facilitating the finalisation/formalisation of purchase agreements/contracts.

Chief Operational Support Officer Essential Roles and Responsibilities:

Assignment Focus:

Assisting the MD in the aggressive and successful growth of the business.

Primary Responsibilities:

- Provide day-to-day leadership and management guidance which mirror the adopted corporate mission and core values;
- Establishing and refining internal and external processes and key performance indicators for the business and for their measurement and effectiveness;
- Providing timely, accurate and complete reports on the operating condition of the business
- Spearhead the development, communication and implementation of effective growth strategies and processes;
- Collaborating with the management team to develop and implement plans for the operational infrastructure of systems, processes and people designed to accommodate the rapid growth objectives of the organisation;
- Ensuring that the business has the proper operational controls, administrative and reporting procedures to meet operational and financial targets;
- Developing and monitoring the execution of strategies to provide for motivating and leading a high-performance management team - attracting, recruiting and retaining required members of the executive team not currently in place; providing mentoring to team-members as needed;
- Fostering a success-oriented, accountable environment within the business;
- Maintaining continuous lines of communication, keeping the MD and BoD as appropriate) informed of all critical issues through the establishment of structured reporting mechanisms, decision-making processes and facilitating the monthly board meeting process and logistics;
- Developing, implementing and monitoring the strategy for the continuous business improvement;
- Directing short-term and long-range planning and budget development to support strategic business goals;
- Supporting people-based needs by ensuring support for HR and related functions is in place and those responsible are accountable;
- Ensuring the protection of the business across all legal, compliance and regulatory regimes through the development and implementation of efficient and effective control and management mechanisms;
- Dealing directly with critical issues relating to the business - large insurance claims, legal issues, investigations, disputes etc.;
- Implementing risk mitigation strategies on the overall operation of the business where appropriate.

Qualifications/Requirements:

- Bachelor's degree (business, accounting or commerce) from an accredited university or college;
- Eligible for accreditation with CAANZ and/or ASCPA
- Finance background, "*blue-collar/industrial*" experience combined with a strong preference for an MBA in Accounting, Finance or Business;
- Minimum of 5+ years of experience in developing broad-scoped business relationships and managing and growing second stage companies;
- Ability to develop, layout, and follow through on detailed business plans and programs;
- Strong negotiating ability;
- Strong interpersonal and leadership skills, self-confidence;
- Strong business and financial acumen;
- Integrative team working style - easy to contact, rapid adaptation, can foster team spirit;
- Able to effectively interface with all levels of on-site and off-site employees and contractors;
- Working knowledge of assigned systems and client organisation and practices;
- Collaborative style with a competitive spirit to excel and the ability to influence and motivate others;
- Demonstrable previous experience with the implementation of IT and/or other processes and procedures;
- Demonstrated strength with regards to honesty, loyalty and integrity;
- Up-to-date knowledge of current financial and accounting computer applications;
- Excellent communication skills – verbal, written, presentation and active listening.