

Position Description (HR008-23)

This form relates to the following **procedure**: (HR008) Position Descriptions Procedure

This form also relates to the following **other forms**: Nil

Financial Operations Coordinator

Business:	M & N Enterprises Pty Ltd, trading as Playscape Creations	Employment Status:	Full Time
Team:	Finance	Location:	1/553 Boundary Rd, RICHLANDS QLD 4077

OVERVIEW

The Financial Operations Coordinator is a key role in determining if the company is meeting financial goals. Working closely with both the Operations Manager and the Managing Director this role will be required to provide accurate and timely updates on all facets of the business. This role is also includes a key component in managing and maintaining contract terms and conditions. Data input, data integrity, data monitoring and reporting are all important factors to this role.

MAIN DUTIES/RESPONSIBILITIES

- Co-ordinate and deliver financial management reporting, and analysis including; analysis of actual performance on monthly basis; annual and half year reporting.
- Understand and monitor project estimations in line with required margins and competitor activity
- Cost coding and general cost control management
- Co-ordinate and understand project expenditure budget, forecast, latest estimates vs actual results reporting, ensuring information and assumptions from the business is appropriately supported by data
- Maintain an acute understanding of all project contracts and make suggestions towards contract condition amendments or rejections
- Completion of monthly project progress claims and other relevant invoicing
- RFI and Variation monitoring in line with project requirements and progress claims
- Monitoring debtors and undertaking processes to ensure that debtor payments are received timely
- Preparation and issuing of subcontractor contracts in conjunction with the Construction Manager, and the resulting review of subcontractor progress claims and creation of payment schedules

Position Description (HR008-23)

- Co-ordinate and understand new product development expenditure budget, forecast, latest estimates vs actual results reporting, ensuring information and assumptions from the business is appropriately supported by data
- Provide analysis and commentary over production operations expenditure including driver analysis, event driven variance, the impact of scope, cost or timing differences
- Provide analysis on imported product costs/exchange rates/shipping costs.
- Development and delivery of procedures and processes in all areas that will have impact of the data that is generated in the system
- Provide financial business partnering and decision making support to Operations Manager and Managing Director
- Assist Managers with the creation and ongoing use of monthly financial reports relevant to each of their departments, for the purposes of monthly review at Management Meetings
- Provide key stakeholders with analysis, insight and commentary in relation to finance business performance, including performance against targets and trends
- Ensure compliance with Playscape Creations policies, QBCC Licencing, BIFOLA Act and other Accounting Standards
- Co-ordinate and produce responses to audit queries
- Develop financial management reporting that delivers timely, accurate and meaningful information to support decision making, including the identification of key business drivers and performance metrics
- Work with the Operations Manager to build greater reporting and functionality from our CRM and ERP (Zoho)
- Lead, supervise, develop and performance manage direct reports
- Develop and maintain working relationships the Management Team to provide business context to processes and feedback to improve performance
- Apply financial thinking utilising experience, industry and company knowledge – develop, advise and deliver plans aligning to the company’s strategy
- Mitigate or minimise risk to the business through proactive, communication, team management and processes
- Propose and assist with implementation of cost reduction efficiencies and value creation strategies to each department
- Effective and timely engagement and collaboration with internal and external stakeholders
- May be required to complete Payroll tasks (on occasion)

Position Description (HR008-23)

ROLE REQUIREMENTS

Qualifications and Experience

For this role, the following qualifications/experience are required:

- 10 years' experience in a variety of bookkeeping or financial roles with senior experience
- Experience managing and leading teams
- Proven experience in working with management across multiple disciplines
- Strong MYOB and XERO experience
- Strong CRM/ERP experience
- Construction industry experience preferred

Skills

The Financial Operations Coordinator must be able to demonstrate the following skills:

- Strong financial accumen
- High level attention to detail
- Ability to think outside the square to create new ideas or solve problems in a different way
- Strong communication skills - written and verbal
- High level computer and administration skills
- Analytical skills with a problem-solving attitude

Knowledge

The Financial Operations Coordinator, will be provided training, therefore, must have proficient knowledge in the following areas:

- Comprehensive knowledge of all products
- Comprehensive understanding of sales procedures
- Comprehensive understanding of the market industry
- Comprehensive understanding of administration and filing procedures
- Comprehensive understanding of customer service expectations

KEY PERFORMANCE INDICATORS (in line with the Strategic Plan)

Company Strategic Goals	Overall KPIs	Individual KPIs
Financial	<ul style="list-style-type: none"> • Meet set sales targets for each Service Category in line with the Company Vision • Departments are financially accountable 	<ul style="list-style-type: none"> • Creation and monitoring of team budgets that will incorporate budgets of items such as: <ul style="list-style-type: none"> ○ - Team training and development ○ - IT allowances ○ - Marketing/Promotional expenses ○ - Forecasted income ○ - Tooling/Equipment ○ - Travel budgets • Monitor and report on set sales targets for the following categories each year: SIM, DC, P-D&C, A-D&C and • PPA • Propose plans and monitor activity to decrease overhead and consumable expenses as a result of efficiencies created by Internal/Business Processes by benchmarking and improving upon the previous year targets.
Customer	<ul style="list-style-type: none"> • To work with customers on projects that match our mission and will deliver our financial objectives • To develop a marketing strategy to promote innovation and project successes to acquire and maintain the right customers 	<ul style="list-style-type: none"> • Actively promote the monthly project promotion to at least 10 stakeholders • Actively promote the weekly social media posts • Monitoring strike rate for conversion of proposals to sales by working with the Operations Manager monthly.

Position Description (HR008-23)

Internal/ Business Processes	<ul style="list-style-type: none"> To systemise what we do and utilise technology to create efficiencies and strengthen our capability for growth. To advance an independent manufacturing arm encompassing design, documentation and marketing objectives. To consider Health, Safety and Environment (HSE) within every aspect of what we do every day. 	<ul style="list-style-type: none"> Creating and submitting to QMS one, process/tasks procedure for my role, a month. Contributing towards one consistent end-to-end workflow process that can be replicated to any/all states within Australia by 2021 Embrace HSE work practices and actively report on any safety issues
People and Growth	<ul style="list-style-type: none"> To support and develop our teams in line with our company growth directions Maintain relationships and partnerships with manufacturers, suppliers, outsourcers and all stakeholders 	<ul style="list-style-type: none"> Meeting and exceeding the expectations set within my individual position description. Promoting effective self-care/development outside of work Identify individual needs for and commit to professional development Recording and taking measures to correct complaints from stakeholders Active provision of at least one knowledge transfer session a year

VALUES

As a leader you are expected to demonstrate and promote our Company Values:

Integrity	Contribution	Growth	Achievement
Respect	Problem Solving	Development of business	Prosperity
Trust and Honesty	Sharing	Development of self	Outcomes
Accountability	Selflessness	Extending ourselves	Results
Compliance to Legislations/Standards	Openness (safe space)	Measured Risks	Celebrating Success

PERSONAL ATTRIBUTES

The Financial Operations Coordinator must be able to demonstrate the following personal attributes:

- Honest and trustworthy
- Reliable

Position Description (HR008-23)

- Respectful
- Flexible
- Possess a positive, can do attitude
- Demonstrate sound work ethics
- Possess cultural awareness and sensitivity

EMPLOYEE ACKNOWLEDGEMENT

By signing below the employee within this specific job role acknowledges that they have read and understood (or sought clarification on) the document in its entirety. It is also recognised that this position description does not act as an exhaustive list of functions or tasks that the employee may be required to complete. If additional functions or tasks become an ongoing responsibility, it becomes necessary to review the position description at the next scheduled performance review (informal or formal).

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Next review date: _____

Performance is reviewed informally with direct manager only – every 3 months (between formal reviews)

Performance is reviewed formally with direct manager and managing director – every 12 months (annually)

NOTE: Changes in responsibility, reporting and employee income (unless otherwise required by the business throughout the year) will only be discussed at annual reviews. All reviews are schedule in correspondence with the employee's individual commencement date.