

**POSITION DESCRIPTION**

**GM Finance**

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| **Context** |

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| Our purpose | To design and manufacture the best aluminium chambered boats in the world for safety, strength and ride, bar none. |
| Position Purpose | A key member of the Senior Leadership team, the GM Finance is responsible for providing both financial leadership and operational and administrative support to the Stabicraft Marine New Zealand and USA and its subsidiaries.  The role is accountable to the CEO for financial management & reporting, financial compliance and maintaining a risk management register for the Company, and floor plan facility management. It includes the development of Company and subsidiary financial plans, the ongoing development of financial systems designed to report timely and accurate financial results and leadership in cost accounting, pricing and business analysis  The role will also assist the CEO and Board in any funding and/or capital raising initiatives. |
| Key Relationship | **Responsible to:** Chief Executive Officer  **Responsible for:** Accountant  Accounts and Payroll Officer |

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| **What the position involves (accountabilities)** |

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| Job Specific:  Planning | Contribute as a member of the Senior Leadership Team, in formulating the company's future direction and supporting tactical and operational initiatives.  Develop comprehensive Company and subsidiary financial plans for Stabicraft Marine NZ and USA.  Manage the budgeting processes.  Develop KPI measures that support the Company’s strategic direction |
| Financial and cost management | Manage the accounting and tax requirements of the Company and its subsidiaries  Take ownership for costing and pricing processes as the basis for adequate and sustainable margins and financial performance  Take ownership of business analysis activities  Manage any third parties to which functions may be outsourced  Take ownership and drive the Greentree Financial Management software to enable an effective and timely reporting capability for staff in the Company. |
| Financial Information | Report financial result on a regular and timely basis to the CEO.  Provide comprehensive financial reports to contribute to the Board Report and to present, when required, the financial results to the Advisory Board |
| Funds Management | Monitor and report on cash and loan balances  Maintain and report against cash forecasts as frequently as is required by the CEO and/or Advisory Board  Manage FX exposures and covers in line with policy  Manage floor plan facility  Manage all claims against funding grants/loans  In association with CEO, manage banking relationships and financial covenants  Manage payroll function |
| Risk Management | Build and maintain a comprehensive risk register  Understand and provide mitigation steps for these key elements of the Company’s risk profile and draft these into the Risk Register.  Manage insurance covers  Construct and monitor reliable control systems.  Ensure that record keeping meets the requirements of auditors and/or government agencies.  Report risk issues to the Advisory Board.  Maintain relations with external auditors and review and implement their findings and recommendations subject to Board guidance. |
| Leadership | Keep everyone safe – lead by example displaying positive health and safety behaviours and ensuring systems and processes are up to date and followed by the team.  Lead – manage, coach and support your team to ensure continual improvement in the knowledge, capability and performance of the team.  Communicate – have regular conversations with your team and ensure effective communication channels are in place so everyone is on the same page, understands expectations and there is a consistent approach across the team.  Develop – ensure there is a skills development process in place to ensure the team are capable of doing their jobs to a high level, receive ongoing training and any skills gaps are identified.  Recognise – Give positive feedback and recognise a job well done.  Build a supportive team environment – Foster an environment that is inclusive and supportive and where the team feel equipped to do their roles, comfortable raising issues and are open to change.  Address issues – Ensure that any employee issues are addressed and raised with HR as soon as practically possible, and managed with an empathetic manner and in accordance with current employment practices.  Prevent Bullying and Harassment – know how to identify bullying and harassment in the workplace and not tolerate any bullying or harassment in your team. |
| Health and Safety | Comply with all workplace health and safety obligations by meeting the requirements of the Health and Safety at Work Act 2015. This includes:  Take reasonable care for your own health and safety and the health and safety of your work mates.  Take reasonable care that your acts (or omissions) do not adversely affect the health and safety of others.  Cooperate with any reasonable policies or procedures Stabicraft has in place including wearing any necessary PPE and clothing.  Report any potential or actual risks, injuries, work related illnesses and incidents (including near misses). |
| Other Duties | Exhibit a positive attitude and be a respectful and contributing member of the Stabicraft team.  Actively communicate with your leader and workmates.  Maintain a professional image when representing Stabicraft with customers, suppliers and dealers.  Any other duties as may be required. |

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| **What you bring** |

Knowledge and experience

Previous experience in a Finance Manager role with broad financial experience

Experienced & self-motivated individual with the drive to provide the leadership and management of all financial accountabilities for the Company and its subsidiaries.

A good working understanding of the financial regulatory and compliance requirements for accounting processes for New Zealand, USA and other key market geographies that the Company may develop and own operations.

A proven track record of process development management.

Strong interpersonal and communication skills to facilitate and ensure the delivery of process outcomes.

Uncompromising Integrity and ethical standards.

Experience with business analysis tools and processes that facilitate sound decision making.

Ability to think strategically, help create and execute business plans and demonstrate strong leadership.

Works reliably under pressure to produce timely, accurate information.