

Position title: Finance and Business Manager

Reports to: Managing Director

Date: January 2024



Australian Maritime Technologies

The Role

The Finance and Business Manager reports directly to the Managing Director of AMT and will assume day to day responsibility for the following activities:

- Perform the effective financial management of business and commercial operations of the Company which relate to and rely on the work of the Finance Department; and
- Assist in the development of goals and objectives for the effective financial management of the Company which are consistent with and supportive of the current Strategic Plan endorsed by Company Directors. This includes reporting on and regular review of these goals.

This position also acts as Company Secretary to AMT and its Holding Company.

The position will work with the Management Team to realise the Company's vision and key finance objectives. As this is a broad role within a small business, a “hands on” approach is required.

Key Responsibilities

- Undertake activity as required to ensure the effective Financial Management of the business;
- Company budgeting and reforecasting;
- Prepare monthly executive and board reports for the Company;
- Prepare external audit schedules, and liaise with the Company's appointed auditors to ensure a smooth audit process;
- Prepare Company Share valuation on annual basis;
- Prepare monthly Business Activity Statements (BAS), payroll tax, Fringe Benefits Tax, Workcover Declarations and company income tax worksheets;
- Liaise with international tax authorities and external consultants on any tax obligations arising from trading with foreign customers;
- Company Secretarial Duties for the business of AMT and its Staff owned Holding Company;
- Liquidity and investment management including cash forecasts and bank reconciliations;
- Payroll Management and processing;
- Accounts Payable Function;
- General ledger and subsidiary ledgers (2 companies) – management, data processing and maintenance;
- Establish/maintain system controls for financial systems and develop procedures to improve existing systems where appropriate;
- Administration of the Company's ERP System (shared responsibility with Project Controls Manager);
- Manage annual insurance renewals;
- Prepare or assist with business risk management reporting (Financial risk only); and
- Undertake or participate in reporting and investigations, as requested by the Managing Director, Department Heads and Project Managers.

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Person Specification

Required skills, attributes and experience are listed below.

- 1) A degree qualification relating to the field of Finance or Business and CA/CPA qualifications;
- 2) Australian Citizenship;
- 3) Experience with ERP Systems. SAP Business ByDesign experience would be advantageous;
- 4) Experience working in a SME that is a labour service provider, specifically with a good understanding of Project Work in Progress and Revenue Recognition in a Project Management environment;
- 5) Demonstrated financial management and business experience;
- 6) Ability to work autonomously, as well as part of a team;
- 7) Capacity to manage operations in a manner that contributes to the development of the business within a risk management framework;
- 8) Experience in Company Secretary functions;
- 9) Excellent organisational, time management and attention to detail skills;
- 10) Excellent interpersonal skills with a strong customer service focus;
- 11) ICT proficiency; and
- 12) High level of professional standards and conduct.

Note: For recruitment purposes, Key Selection Criteria are items 1-6 listed above.

Due to the nature of the business, you must be an Australian Citizen to be eligible for an Australian Defence Security Clearance. The selection process for this role will include pre-employment screening including a Police Records Check.