



## Finance & Administration Manager

Hays • Ballarat VIC



Base pay

\$110,000 - \$135,000



Work type

Permanent



Contract type

Not provided

### Job details



Date posted

19 May 2022



Expiring date

19 May 2023



Category

Accounting



Occupation

Financial Manager & Controller



Base pay

\$110,000 - \$135,000



Work type

Permanent



Job mode

Standard/Business Hours

### Full job description

#### Your new company

A privately owned business with an outstanding reputation, that specialise in manufacturing and engineering supplying many multinational companies, with a full order book this business goes from strength to strength.

#### Your new role

Having responsibility for all the day to day accounting requirements for the business, you will oversee a small finance team and report the Board of Directors. This role incorporates all reporting, work in progress/job costing, debtors/creditors and bank management. Specific tasks include:

- All reconciliations, month end duties, P&L and balance sheet
- Monthly WIP reviews and job costing
- Bank guarantee management
- Managing creditors Understanding of payroll, including awards
- Taxation compliance
- Reporting, budgeting and forecasting
- Development of processes and procedures
- Liaise with the external auditors
- Supervision of a small finance team

#### What you'll need to succeed

To be successful in this role you will have previous experience of working as the finance lead in a privately owned company and demonstrated experience in managing a Finance team. You will enjoy being hand's on and in the trenches and get involved in important decision making for the company.

Knowledge of working in a manufacturing / engineering is highly advantageous along with the ability to manage the finances of long term projects

#### What you'll get in return

You will take on a leadership role within a successful privately owned Australian business located 10 minute drive from the Ballarat CBD with parking onsite. You will work closely with Operations and potentially have the opportunity to manage a system upgrade.

An excellent opportunity for a Finance Manager / Financial Controller to have responsibility for the Company's finances and supporting it's ongoing growth and success.

**What you need to do now**

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or email Hays Business Director Adam Swinton on adam.swinton@hays.com.au for a private and confidential discussion.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

**LHS 297508 #2546609**