

Position Description – General Manager Finance and Accounting Bluewaters Power 2 Pty Ltd



Position Details	
Entity	Bluewaters Power 2 Pty Ltd
Position Title	General Manager Finance and Accounting
Office Location	Perth City
Reports To	Chief Operating Officer
Direct Reports	Finance Manager
Position Description Number	PDBW0002

Position Objective

The General Manager of Finance and Accounting is responsible for the overall management of the finance and accounting functions for Bluewaters Power 1, 2 & 3 Pty Ltd and Bluewaters Power Services Pty Ltd (Company). Along with providing the Company with accurate finance and accounting support, they are a mentor and a subject matter expert.

The General Manager of Finance and Accounting liaises with stakeholders such as auditors, tax advisors, internal committees and external vendors. They will organise and manage board reporting, budgeting, forecasting, asset based insurance, assess business risks and lead other commercial matters.

Responsibilities

Finance and Accounting

- Provide strategic commercial and financial insight to support the achievement of financial targets and key business objectives
- Ensure integrity of reported financial results by effectively implementing and improving accounting systems, processes and internal controls
- Prepare, manage and report on budgets
- Review cash flow forecasting and management
- Liaise with the Board of Directors and advisors, generate reports and presentations for their review
- Oversee working papers for year-end income tax return, liaising with the tax accountant as required
- Actively problem solve finance and accounting related issues and projects
- Oversee the general ledger, accounts payable, accounts receivable, billing and financial reporting
- Manage external stakeholder relationships, including lenders, auditors and external providers
- Establish and enforce proper accounting methods, policies and principles
- Coordinate, monitor and ensure adherences to insurances that are within scope
- Work with the Executive General Manager Bluewaters Operations to ensure asset management principles are applied
- Ensure compliance with the Company finance facility agreements including bank reporting, preparation of debt ratio certificates and performance reports
- Be responsible for ATO compliance reporting including GST and payroll tax for submission
- Be responsible for year-end statutory accounts
- Critically analyse and challenge recommendations made by others to encourage alternative ways of thinking
- Identify and implement cost saving initiatives within sphere of influence

General

- Identify and recommend methods to continually improve processes and resolve problems

- Work effectively with the Leadership team to deliver business and performance objective
- Continually review company strategies and look for areas of development
- Communicate and escalate issues to senior and executive management as they arise
- Comply with Risk Management, Quality Assurance and Governance systems and processes
- Contribute to a positive HSE culture at the workplace whilst complying with all statutory obligations and company HSE requirements
- All other fair and reasonable directions at the request of management

Compliance

- Develop, revise and implement documents in line with the internal compliance program
- Has knowledge of and ensures team adherence to Company standards
- Conduct internal audits to review current standards and implement continuous improvement practises
- Ensure that the Finance and Accounting department adhere to relevant legislation
- Comply with internal and external standards, systems and processes
- Ensures direct employees perform role correctly, ethically, lawfully and with integrity
- Identify areas of risk, conduct corrective action and implement practises to prevent future occurrences

Risk

- Identify and assess potential risks that may impact the reputation, safety, security and financial prosperity of the Company
- Implement processes and procedures to ensure the department is prepared for potential risk and issues
- Monitor and manage critical risk issues

Project Management

- Identify opportunities and projects that support business development functions
- Manage projects including scope, tender coordination, planning, budgeting, schedules, vendor management and implementation
- Create and update project documentation

Strategy

- Make assumptions and decisions based on results, current trends and expectations. Sets the departmental strategic goals based on effective analysis
- Work with senior management and other stakeholders on strategy development and execution planning
- Convert the corporate vision and objectives into effective departmental strategic initiatives and operational plans
- Ensure the department activities align it with the Company's strategic plans
- Deliver upon strategic plans, ensuring objectives are communicated to departmental team members

Leadership

- Provide team with clear priorities and goals for the entire functional area
- Actively participate in the Company Performance Agreement & Development Program
- Manage personnel resourcing by working with the People and Culture department to recruit, train and performance manage team members towards effective personnel development and succession planning
- Lead, mentor and coach the team, ensuring they have the skills and knowledge to perform their roles
- Manage team performance by communicating clear goals, appraising outcomes, recognising achievements and counselling poor performance
- Support the development of a collaborative team culture, which retains personnel and encourages their professional development

Knowledge, Skills and Experience

- Extensive people management experience
- Ability to work cooperatively and independently, whilst establishing positive relationships across the business
- Demonstrated analytical and problem solving skills
- Strong written and oral skills, including the ability to explain complex systems in simple terms
- Proven experience managing projects, applying project management principles, achieving deadlines and meeting budget constraints
- Makes decisions and develops business cases using sound commercial acumen

Qualifications

- Two to four years of experience in a similar position; experience with operations preferred
- Degree qualified in Accounting with recognised CA, CPA or MBA preferred

Behaviours

- Attention to detail with the ability to work logically, consistently and accurately
- Excellent self-control with the ability to control emotions during periods of stress
- Act in a manner that encourages a professional environment; including being cooperative, respectful and courteous in all dealings with team members and external parties
- Strong initiative with the desire for continuous improvement
- High level achievement drive with the ability to manage multiple projects simultaneously, while delivering results on time
- Have a proactive and motivated attitude. Positively endorses business decisions, adapt to change and respond to requests for support from other areas of the business
- Effective written, verbal and non-verbal communication skills

Divulging Of Company Information

The business requires that you will not, (either during, or after your employment with the Company) without a written consent from the Board of Directors, divulge any information concerning the business including any of their dealings, transactions or affairs, which may come to your knowledge during or in the course of your employment with the Company.

Employee Acknowledgement

I have read, understand and accept this position description for the role of General Manager Finance and Accounting with Bluewaters Power 2 Pty Ltd, under the terms and conditions set out in this document.

Employee Name: _____

Employee Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____