

FINANCIAL OPERATIONS MANAGER

With over 35 years servicing the beautiful Mid North Coast, our industry leading Insurance Brokerage has an exciting newly created role for a Financial Operations Manager.

Headquartered in Port Macquarie and reporting to our CFO, you will have responsibility for Accounting, Human Resources, Compliance and Administrative functions.

Overview of key responsibilities:

- Responsibility for 2 direct reports.
- Manage the accurate and timely delivery of weekly, monthly, half yearly and yearly management and statutory accounting processes (including the budgeting and strategic planning process) and reporting.
- Identify opportunities and assist with implementation plans for initiatives to improve all areas of operations including safety, costs and growth.
- Provide HR and financial support to the CFO.
- Project Management to deliver new programmes and processes.
- Work with the Directors and Senior management to achieve growth.
- Complete statutory returns (GST, payroll tax etc).

The successful applicant will possess the following skills/qualifications/attributes:

- Advanced skills in Microsoft Word, Excel, Access Database, MYOB and Outlook.
- Strong verbal and written communication skills.
- Comprehensive working knowledge of general finance practices and processes. Chartered Accountant or Certified Practising Accountant.
- Results focused.
- Human Resources Management experience.
- Confidentiality is critical.
- IT management skills preferred, but not essential.

written applications to:
The Managing Director
PO Box 426, Port Macquarie
or email careers2444@oib.com.au

