

## Position Description

Manager Human Resources

### Overview

The manager of human resources is responsible for all aspects of HR with a particular focus on leading organisational change and industrial relations as the company moves its strategic focus from a traditional book company to a global information network.

### Division

Corporate Services, Human Resources

### Remuneration

\$150,000 - \$220,000

The remuneration package for this position will depend on the level of experience and competency of the incumbent officer. To be considered for the higher salary range, applicants will need to have demonstrated an extensive understanding of IR, people management and change management in organisations, together with demonstrated experience in a management position.

### Function and Purpose

The primary objectives of the finance and administration manager role are:

- To ensure that all financial management including statutory compliance systems are in place and adhered to,
- To ensure that the appropriate financial infrastructure is in place to support the provision of Planet Ark's services to its staff, business partners and the general public including strategic financial planning.

### Principal Duties and Responsibilities

The finance and administration manager is responsible for:

- Ensuring creditor, debtor and debt management processes maximise organisational financial outcomes,
- Ensuring effective management of Planet Ark's cashflow including cashflow budgeting and forecasting,
- Maintaining an efficient, timely and compliant payroll function,
- Compliance management, including statutory compliance and taxation (annual accounts and audit, BAS, PAYG instalments, reporting, superannuation, workers compensation, GST reporting),
- Working with the management team to maintain the company's and individual campaign budgets,
- Developing and maintaining policies relevant to Planet Ark's financial management,
- Managing the register of contracts,
- Managing insurance and leasing arrangements,
- Strategic financial planning of the organisation in conjunction with the CEO and executive team,
- Working with the management team to develop and implement budgetary system improvements,
- Ensuring personal adherence to Planet Ark's HR manual and overseeing adherence of assistant,
- Other duties as reasonably directed by the CEO.

### **Selection Criteria**

The finance and administration manager must demonstrate:

- At least three years' experience in key facets of financial management such as developing and maintaining budgets and cash flows, overseeing creditors and debtors, and statutory compliance,
- Formal qualifications in financial management or equivalent,
- Proficiency in accounting packages (attached desirable),
- Excellent IT skills with strong knowledge of Excel and Word,
- Strong planning and organisational skills,
- Excellent written and oral communication skills,
- Strong analytical and decision-making skills,
- Strong stakeholder service focus,
- Ability to work confidentially, with tact and discretion.

### Reporting Relationship

This position reports to the CEO of the company and is responsible for the direct supervision of:

- The HR team,
- External/internal specialist consultants,
- OHS officer.

The position works across the company and in close cooperation/providing a range of HR related services to managers and staff.

<p>PD Approved by: CEO John Readings Pty Ltd</p>	<p>Employee:</p>
<p>Supervisor: CEO John Readings Pty Ltd</p>	<p>Date Appointed:</p>

### Signatures:

Supervisor \_\_\_\_\_

Employee \_\_\_\_\_