

Position title:	General Manager, Finance & Operations
Reports to:	Chief Executive Officer
Office location:	MBRIT – 433 Elizabeth Avenue, Kippa-Ring
Term:	Full time

### **The Land on which we work:**

Moreton Bay Region Industry & Tourism respectfully acknowledges the Jinibara, Kabi Kabi and Turrbal Traditional Custodians of the lands and waterways across the region. We extend our respect to all the Elders past, present and emerging for they hold the histories, the traditions, the cultures and the hopes of Australia's First Peoples.

### **About Us:**

MBRIT is a not-for-profit organisation dedicated to promoting, growing, and benefiting the Moreton Bay Region by delivering marketing, events, industry development, destination management, and community engagement initiatives. The goal of MBRIT is to transform the Moreton Bay Region into a leading economic powerhouse and a desirable destination for visiting, working, living, and investing. The organisation employs a team of passionate professionals who collaborate with various stakeholders, including industry leaders, associations, government agencies, and education institutions, to achieve the objectives of the Regional Economic Development Strategy (REDS).

### **MBRIT's Values:**

At MBRIT, our values shape the culture of our organisation, how decisions are made, and how best-fit resources are allocated. They are central to everything MBRIT does.

1. For our Community - Their interests are paramount
2. Integrity - We act ethically, respectfully and with accountability
3. Excellence - In everything we do
4. Agility - Continuously adapting to new opportunities and challenges

### **MBRIT's Vision:**

MBRIT's vision for the Moreton Bay Region is for a vibrant, multi-faceted, innovative and empowered economy; leveraging off the region's natural assets to support community and business.

Inspired and guided by MBRC's REDS, MBRIT seeks to transition to the next phase of its evolution to be a lead economic development agency for the knowledge, innovation and entrepreneurship sector.

MBRIT's ambition is to be a respected, adaptable partner and lead agency, working alongside MBRC to help shape and realise the potential of the Moreton Bay Region.

### **Purpose:**

The purpose of the General Manager - Finance and Operations role at MBRIT is to provide strategic leadership and direction in managing the financial operations and operational functions of the organisation. This pivotal role is instrumental in ensuring the financial health and sustainability of MBRIT while optimising operational efficiency and effectiveness.

### **Relationships:**

The General Manager - Finance and Operations at MBRIT will forge essential relationships internally with the CEO, Finance Committee, department directors, program leads, and key departments like HR and IT, ensuring strategic financial alignment and operational cohesion. Externally, they will engage with auditors, regulatory bodies such as ASIC, vendors, financial institutions, and industry partners to uphold compliance, manage procurement, and foster collaborative partnerships that support MBRIT's mission and objectives.

## Key responsibilities:

1. Financial Management:
  - Prepare accurate and timely monthly/quarterly financial reports for internal and external stakeholders.
  - Coordinate the preparation of annual accounts for audit and government reporting purposes.
  - Manage accounts receivable and accounts payable processes to optimise cash flow.
  - Oversee payroll processing, including superannuation contributions, in compliance with regulatory requirements.
  - Ensure completion of tax returns and adherence to regulatory standards set by authorities such as ASIC.
2. Strategic Financial Guidance:
  - Provide strategic financial advice and analytical support to the CEO and Finance Committee to facilitate informed decision-making.
  - Guide department directors and program managers in financial matters, including budgeting, forecasting, and financial performance analysis.
  - Collaborate with stakeholders to develop and implement financial strategies aligned with organisational objectives.
3. Operational Oversight:
  - Develop, implement, and monitor financial systems, procedures, and internal controls to ensure efficiency and compliance.
  - Oversee the management of company assets, including the vehicle fleet, and ensure optimal utilisation.
  - Manage building maintenance activities and ensure compliance with Workplace Health and Safety (WHS) regulations.
4. Vendor Management and Procurement:
  - Manage vendor relationships, negotiate contracts, and oversee procurement processes for IT, printing, and other services.
  - Identify cost-saving opportunities and drive procurement efficiency initiatives.
5. Continuous Improvement:
  - Lead process improvement initiatives to streamline financial operations, enhance productivity, and optimise resource allocation.
  - Stay updated on industry trends and best practices to identify opportunities for innovation and improvement within the finance and operations function.
6. Compliance and Risk Management:
  - Ensure compliance with all relevant financial regulations, accounting standards, and organisational policies.
  - Identify and mitigate financial risks through proactive risk management practices.

## SKILLS & EXPERIENCE

### Qualification:

Bachelor's degree in tourism management, business administration, or a related field.

### Experience:

- At least 8 years of experience, with a minimum of 5 years in a senior management role.

### Skills:

1. **Financial Acumen:** Demonstrated proficiency in financial management, including financial reporting, budgeting, forecasting, and analysis. Strong understanding of accounting principles, taxation, and regulatory compliance.
2. **Leadership and Management:** Proven leadership abilities with experience in managing teams and driving performance towards organisational goals. Ability to effectively communicate vision, delegate tasks, and motivate team members.
3. **Analytical Skills:** Excellent analytical and problem-solving skills, with the ability to interpret financial data, identify trends, and make data-driven decisions. Experience in conducting financial analysis and forecasting to support strategic planning.
4. **Strategic Thinking:** Strategic mindset with the ability to align financial and operational activities with organisational objectives. Capable of providing strategic financial guidance and contributing to long-term planning and decision-making processes.
5. **Communication and Collaboration:** Strong interpersonal and communication skills, with the ability to build and maintain relationships with internal and external stakeholders. Experience in collaborating cross-functionally to achieve common goals and resolve complex issues.
6. **Compliance and Risk Management:** In-depth knowledge of financial regulations, accounting standards, and compliance requirements. Proven ability to implement robust internal controls, manage financial risks, and ensure adherence to regulatory standards.
7. **Process Improvement:** Experience in driving process improvement initiatives to streamline financial operations, enhance productivity, and optimise resource allocation. Ability to identify inefficiencies and implement solutions to improve operational efficiency.
8. **Vendor Management and Negotiation:** Proficiency in managing vendor relationships, negotiating contracts, and overseeing procurement processes. Strong negotiation skills and ability to achieve favorable terms while maintaining quality and cost-effectiveness.
9. **Adaptability and Resilience:** Ability to thrive in a fast-paced and dynamic environment, adapting to changing circumstances and priorities. Resilience in the face of challenges and ability to remain focused on achieving objectives amidst uncertainty.
10. **IT Proficiency:** Familiarity with financial software and tools, as well as proficiency in Microsoft Office Suite. Experience in leveraging technology to enhance financial management processes and drive efficiency.

## **Performance Goals:**

- **Financial Reporting Accuracy:** Achieve 100% accuracy in monthly/quarterly financial reports by implementing rigorous quality control measures and ensuring timely reconciliation of financial data.
- **Cost Optimisation:** Identify and implement cost-saving initiatives to reduce operational expenses by 20% within the first year, without compromising quality or efficiency.
- **Compliance Adherence:** Ensure 100% compliance with all regulatory requirements, accounting standards, and internal policies, as evidenced by successful audits and regulatory inspections.
- **Operational Efficiency:** Streamline financial processes and systems to reduce processing time by 40% and enhance productivity across departments.
- **Strategic Financial Planning:** Develop a comprehensive financial strategy aligned with organisational objectives, including annual budget forecasts and long-term financial projections, to support sustainable growth and expansion.
- **Risk Mitigation:** Identify potential financial risks and implement proactive measures to mitigate their impact, reducing the likelihood of financial losses or compliance breaches over the next year.
- **Cross-Functional Collaboration:** Foster collaboration and communication between finance and other departments to ensure alignment of financial goals with overall organisational objectives, resulting in improved efficiency and effectiveness in achieving strategic initiatives.

- Continuous Improvement: Lead continuous improvement initiatives within the finance function, soliciting feedback from stakeholders and implementing process enhancements to drive ongoing efficiency gains and operational excellence.

**About you:**

- Passion for Moreton Bay Region and the development of Moreton Bay Region as a destination and event hub.
- Results-focused creativity, innovative mindset, resourceful problem-solver and good eye for detail.
- Well-developed written communication skills underpinned by sound interpersonal and oral communication skills with the ability to interact and work with the MBRIT team and external parties as required.
- A preparedness to learn and adopt new work practices, systems and procedures and show flexibility at times.
- Ability to work unsupervised; accept responsibility and act on directives and use initiative where required.
- Demonstrated analytical and problem-solving skills with sound technical competence.
- Self-motivated, highly efficient, proactive and professional with a respect for confidentiality.
- Physically fit and active, with the ability to undertake long days on foot and lift medium to heavy items at times.
- Current driver's license.