



## Position Description

**Position Title:** Finance Manager

**Location:** Port Botany or Port Kembla

**Division:** Finance

**Position Status:** Permanent Full-Time

### POSITION PURPOSE

This position is responsible for; the group financial accounting function, tax compliance/governance and external audit; the management of the financial accounting team/function and finance system/general ledgers to ensure transactions are processed in a timely efficient and effective manner in a strong internal control environment; and to ensure the general ledger is appropriately maintained and accounts are reconciled monthly.

### ORGANISATIONAL CONTEXT

NSW Ports is a privately owned consortium of leading institutional investors: IFM Investors, Australian Super, Tawreed Investments Limited and Q Super, Cbus, Hesta and Hostplus. Our shareholders represent over five million Australian superannuation fund members and are long term investors with interests in a range of Australian infrastructure assets.

NSW Ports began operations in mid-2013 under a 99-year lease for Port Botany, Port Kembla, Cooks River Intermodal Terminal, and the Enfield Intermodal Logistics Centre. As custodian of these assets, we are committed to taking a long-term and sustainable approach to the way we operate, the actions we need to take or encourage from others, and the way we work with our stakeholders. NSW Ports is principally a land manager with operational responsibility for: The Bulk Liquids Berths at Port Botany, common user bulk liquid and dry bulk berths at Port Kembla, rail infrastructure at Port Kembla and common user roadways at both Ports and Enfield Intermodal Logistics Centre.

Port Botany and Port Kembla are economic assets of national significance, critical to the future economic growth and development of NSW. They are NSW's key import and export gateways, collectively contributing around \$4 billion per year to the NSW economy and supporting over 26,000 jobs.

NSW Ports operates to 5 key strategic objectives to sustainably cater for forecast trade growth:

1. Provide efficient road connections to the ports and intermodal terminals;
2. Grow rail transport of containers;
3. Use land and infrastructure efficiently;
4. Grow port capacity; and
5. Protect the ports and intermodal terminals from urban encroachment.

NSW Ports has 5 core values which support the vision, shape the culture, and enable the strategic objectives of the company:

1. **CARE** – We care about the wellbeing of ourselves, each other, and our stakeholders
2. **INTEGRITY** – We are honest and real in all that we do.
3. **COLLABORATION** – We work together, respecting one another's views, and make our work environment fun and enjoyable.
4. **ACCOUNTABILITY** – We do what we say we will do and take responsibility for achieving the outcome.
5. **PASSION** – We are committed to NSW Ports and the future of our business and industry.

## **ACCOUNTABILITIES / KEY RESPONSIBILITIES**

### **Financial Reporting and Compliance**

- Manage completion of monthly and annual financial close process including consolidation, completing the P&L, balance sheet, cash flow and supporting reporting schedules.
- Ensure all accounting transactions are managed appropriately including revenue, OPEX, CAPEX, payroll/pension, tax, treasury and inter-entity transactions and month end postings of accruals, provisions and other journals - ensure transactions are processed in a timely efficient and effective manner in a strong internal control environment and that accounting policies and processes are appropriately documented.
- Generate financial statements and reports for the monthly and yearly reporting to management and stakeholders and develop input and commentary for the business reports.
- Manage preparation of monthly general ledger reconciliations.
- Manage production of annual Group and FinCo statutory financial statements.
- Preparation of audit work papers for the interim and year-end external audit.
- Carry out agreed findings related to financial accounting to ensure that NSW Ports complies with Australian Accounting Standards and relevant legislation.
- Liaise with the internal / external auditors in relation to financial accounting audit queries, issues and findings.
- Data Specialist (Subject matter expert) for Microsoft Dynamics AX, Treasury system and Tax Automate - maintain a comprehensive understanding of the end-to-end process, including all interfaces and Service Level Agreements. Supervise End Users in Finance Team.
- Support the business with ongoing accounting, tax, finance, and budgetary queries.

### **Banking / Treasury / Inter-Entity**

- Manage and ensure NSW Ports banking and petty cash requirements are achieved and related internal controls are complied with. This includes working with the Group Treasurer to ensure maintenance of sufficient number of bank signatories/authorisers, maintenance of auto debits and sweep accounts, settling of intercompany balances, and monthly bank reconciliations.
- Responsibility for all treasury accounting transactions and payments and inter-entity settlements. This includes setting up instrument, accounting treatment and GL mapping in GTreasury or any other equivalent Treasury Management System (TMS).
- Responsibility for confirming the accuracy of Treasury related transaction including at inception, rate sets, and monthly mark to market valuation (against counterparty banks) in timely manner, as well as maintenance and safekeeping of external confirmation record.
- Responsibility for ensuring all treasury and inter entity settlements are managed appropriately and are processed in a timely and effective manner in a strong internal control environment.
- Responsibility for setting up and maintenance of static data in TMS (including but not limited to SSIs / bank details, counterparty / debtholders / USPP noteholders / shareholders details, and counterparties limits).
- Responsibility for Treasury Compliance reporting (i.e., covenants and bank reporting).
- Responsibility for Treasury KPIs reporting as per Treasury Policy.
- Responsibility for preparing and distribution of shareholder loan statements.

### Taxation

- Preparation and lodgement of income tax returns, net income test, BAS, FBT and Payroll Tax returns ensuring timely submission of returns.
- Provide day-to-day general tax advice and guidance to staff.
- Maintain a robust tax process and documentation system for the group.

### Leadership

- Lead and manage direct reports to expected performance and behaviour standards ensuring that position objectives are met.
- Implement organisational or technology changes or process improvements and related change management.
- Champion systems improvements and process automation.
- Business partner or work with other business units to deliver projects and initiatives.

### POSITION REPORTS

This position reports to the Group Finance Manager, with dotted line reporting to the Group Treasurer, and has three direct reports:

- 2 x Financial Accountants
- Accounts Receivable Officer / Assistant Accountant

### KEY WORKING RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> <li>• All NSW Ports Employees</li> <li>• Group Finance Manager</li> <li>• Group Treasurer</li> <li>• CFO</li> <li>• Executive Leadership Team (ELT)</li> <li>• Finance Team</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Institutions</li> <li>• Auditors</li> <li>• Advisors</li> </ul>

### REQUIRED SKILLS, QUALIFICATIONS and EXPERIENCE

- Tertiary degree in a relevant discipline.
- CPA / Chartered Accountant.
- Extensive experience in tax and financial accounting environment with the demonstrated ability to evaluate, measure and understand all accounting and taxation practices.
- Strong interpersonal, negotiation and communication skills.
- Highly developed writing and reporting skills.
- Advanced computer skills and financial reporting packages.
- Knowledge of Microsoft Dynamics AX (or similar system) and an ability to pick up new systems readily.
- Ability to work independently to meet deadlines.
- Ability to be proactive, think through complex issues, identify solutions, and challenge and question the 'status quo' (i.e., processes and systems) to facilitate the development of innovative and workable performance improvements,
- Demonstrated initiative, positive attitude, resilient, flexibility and self-management skills and a strong sense of teamwork.
- Strong attention to detail, organisational and time management skills.
- High degree of self-motivation.
- Ability to manage, coach and develop staff.
- Driver licence and car.