

Position Description

Position:	Commercial Manager		
Review Period:	This document is subject to annual review or by mutual consent.		
Location:	Wellington		
Reports To:	Chief Executive Officer		
Prepared By:		Approved By:	

Impact Dimensions:	
<i>Number of Direct Reports</i>	Three
<i>Number of Employees</i>	Five
<i>Budget & FDA Approvals</i>	To be completed in Conjunction with CEO

Position Objective:
<p>The purpose of this role is to lead, manage and be accountable for the financial and commercial management of Port Nicholson Fisheries LP, ensuring robust and effective business support is provided to assist effective strategic, business and commercial decision making. Specifically, the Commercial Manager is responsible for the commercial leadership, financial management, management and shareholder reporting, strategic planning activities, legal and risk management, statutory financial audit, tax, banking facilities, and treasury. Also, as Secretary to the Board, the position will take responsibility for governance and statutory compliance requirements and related shareholder matters. As part of the senior management team, the objective is to provide commercial and financial management support to the business, increased shareholder value and to be a strong contributor in assisting the organisation to achieve its strategic & operational objectives.</p>

Key Relationships:	
<i>Internal</i>	Chief Executive Officer Board of Directors Management Team Operations Team
<i>External</i>	External Consultants Banking and funding providers External Auditors Company Legal representatives

Personal Objectives	
Professional And Personal Development	<p>Maintain relationships with other Financial and Accounting professionals and develop a demonstrable network of contacts (such as, ICANZ ,IOD relevant CA bodies etc).</p> <p>To undertake identified personal training/development with the prior approval of the CEO.</p> <p>To keep up-to-date and demonstrate awareness of relevant legislation and best practice, and timely adoption of any changes to financial reporting standards.</p>

Key Result Areas	Performance Standard (KPI)
STRATEGIC	
Strategic Planning	<p>Annually coordinate the preparation of the strategic and business plans for all areas of the business.</p> <p>The strategic plan should reflect the aims and goals of the organisational strategic plan with particular focus on the utilisation of plant, equipment and assets and best practice as benchmarked by recognised and relevant international standards.</p> <p>Provide commercial advice and support to the CEO in respect of strategic planning and direction. Plans are agreed with the Board of Directors, CEO and Senior Management Team.</p>
Leadership	<p>Provides the Management Team with advice and direction on commercial and finance matters.</p> <p>Leads the finance functions and adopts an approach that is focussed on results and profit, while developing the capability of others in the team from a finance and commercial perspective.</p>
Risk Management	<p>Maintain an up-to-date Key Risk Register covering all aspects of the business, and manage the regular testing of the effectiveness of any identified mitigations.</p> <p>Maintain appropriate risk management and disaster recovery plans that will minimise business interruption ensuring that business is able to meet its supply obligations for as far as is practical and possible.</p> <p>There is a clear plan to be followed for all parts of the business and business interruption is kept to a minimum.</p> <p>Company insurances for all assets and business continuity are managed within agreed levels and any new risks are identified and raised.</p>

Key Result Areas	Performance Standard (KPI)
STRATEGIC	
Treasury Management	<p>Recommends for Board Approval key parameters of cash flow management including any changes to treasury policies.</p> <p>Ensures cash flow forecasts are kept current and reports to the CEO weekly and as requested.</p> <p>Actively manages all foreign currency transactions in accordance with the treasury policies ensuring appropriate levels of FOREX are available to complete business transactions as required.</p> <p>Actively manages the day-to-day relationship with the banks and financial institutions. Coordinates the annual review of all banking facilities and services alongside the CEO.</p> <p>Regularly reviews all banking and financial services facilities to ensure interest/fees are reasonable and that the facilities provide the level of service and cover required by the organisation.</p>
Company Secretary	<p>Act as Company Secretary for the Board, ensuring the Board meeting minutes are produced accurately and circulated. AGMs are planned for and required notifications and information packs are circulated.</p> <p>Advice on best practice process and procedure for managing meetings is provided.</p>

OPERATIONAL	
Commercial Management	<p>Provide analytical and commercial input into the evaluation and development of growth opportunities including acquisitions, alliances and or joint ventures, supporting the Chief Executive as required.</p> <p>Develop effective relationships with operational staff and partners within the supply chain, so that you can provide appropriate guidance, influence and analytical input in any key business decisions.</p> <p>Build an understanding of the operations and the supply chain, allowing you to maintain the SOP's, influence business improvement initiatives, and when required be actively involved at an operational management level.</p> <p>Working with the CEO and operational team to develop and implement consistent commercial arrangements with key suppliers, including fishers, ACE, third party transport, and property and equipment leases.</p> <p>Overall responsibility for ACE management and compliance with Fishserve and Ministry of Primary Industries reporting requirements.</p>

OPERATIONAL	
Budgets	<p>Work with the Managers to annually plan, coordinate and present the operating budgets for each part of the business</p> <p>Further develop the budget models in conjunction with the management team to keep pace with the development of the business.</p> <p>Manage the approved budgets and report monthly to the management team on progress.</p>
Business Performance Analysis & Reporting	<p>Lead the ongoing development, integrity, timeliness, presentation and cost effectiveness of the quarterly reporting to the Board.</p> <p>Provide monthly reporting to the CEO and Management team, and, where required, to the Board.</p> <p>Monthly and Quarterly reports are accurate and on time and include financial reporting against budgeted operational costs, capital expenditure including extraordinary items and overall performance against KPIs, strategic and business plans. Exceptions are highlighted and information is clear in determining the performance of the business.</p> <p>Work with the Management Team to further develop KPIs that measure business success and progress. Business KPIs for all business units are continually reviewed and developed to ensure they meet the ongoing needs of managers and truly reflect the business performance.</p> <p>Also provide commentary, analysis and guidance with respect to trending and fiscal impacts.</p>
Systems Management	<p>Key responsibility for the integrity and continuous availability of all financial and supporting applications across the business including ensuring adequate controls are in place to prevent unauthorised access, minimise the risk of exposure to cyber security attacks and other outages. Responsible for ensuring that all software applications are up to date and otherwise plan for timely upgrades and/or replacement for end of life applications.</p> <p>Ensure that there are documented standard processes and procedures and appropriate controls in place for all activities that are undertaken within the Finance Function.</p> <p>Regularly review all Finance Function procedures and processes to ensure the Finance Function is operating effectively and optimally.</p> <p>Together with the CEO and members of the management team, review the effectiveness of the operational systems and processes to ensure a coordinated approach.</p> <p>Assist in the ongoing development and implementation of the new supply chain, traceability and ACE management system.</p>

OPERATIONAL	
Capital Expenditure	Assist managers in planning their capital expenditure requirements. Where capital expenditure falls outside of authorised discretionary levels, assist in preparing an appropriate business case.
Asset Management	Ensure an accurate and current register of Assets is maintained and that Assets are pro-actively managed for maximisation of return and utilisation.
Tax Compliance	Ensure tax (including GST, FBT, PAYE and Income Tax) compliance processes and systems are robust and are compliant with relevant standards and legislation.
Audit	<p>Provide the primary interface with the external auditors and legal counsel and ensure all external audits meet expectations of compliance.</p> <p>The range of audits includes financial, fisheries management, health & safety and food safety.</p> <p>All issues arising from an external audit are remedied without unreasonable delay.</p>
Market Intelligence	Maintain awareness of current market, economic and political trends to maximise opportunity and minimise risk for the organisation.
Human Resources Management / Leadership	<p>Ensure the business is appropriately resourced to meet operational requirements, finance reporting and organisational needs.</p> <p>Clearly set objectives and KPIs for the finance function.</p> <p>Regular communication with team members to review performance against agreed objectives.</p> <p>Complete individual performance reviews on a regular basis (i.e. six monthly) with the aim of lifting development, performance and competence.</p> <p>Ensure training, development & mentoring programs are available to raise the skill level and opportunity for all staff.</p>
Compliance / Quality / Policy	<p>Ensure the compliance across the business with the Delegated Authorities policy and update the policy as required.</p> <p>Develop policies and procedures for the organisation that is consistent and meets statutory compliance.</p> <p>Assist in developing and implementing credit policies that will minimise organisation's exposure to bad debt.</p> <p>Contribute to quality improvement initiatives that ensure that the organisation develops a culture of best practice and continuous improvement</p>
Customer Service	<p>Recognise that there is both an internal and external customer to be satisfied.</p> <p>Have a clear focus on customer satisfaction that is part of the finance team philosophy.</p>

Qualifications:

- An appropriate tertiary level qualification in accounting & finance is required. Current CA membership of the Institute of Chartered Accountants is a prerequisite.

Training:

- As part of your personal development program, to remain abreast of current industry related trends & practices and undertake regular updates in either competency training or changes in law as required.

Skills and Experience:

- Experience in delivering value added business analysis and contributing to business strategy and development
- Successful and demonstrable background in senior finance roles in other agricultural, dairy industry and or food manufacturing business organisations
- Experience with New Zealand statutory compliance, corporate governance and company secretarial requirements
- Experience in sectors that involves supply chain management is preferred and experience in the seafood sector would be a definite advantage
- Previous senior management experience, especially where that experience extends to working with/or through Maori and Iwi business and social groups and so bringing an understanding of Iwi economic and social aspirations
- Ideally bring and Understanding and application of Te Reo me ona tikanga, the Treaty of Waitangi and the Maori Fisheries Act
- Sound financial planning experience
- Experience in critical path thinking
- Sound capability in complex problem solving
- Strong and astute interpersonal skills
- Excellent written and oral communication skills
- Proven ability to work under pressure and regularly meets deadlines in a multi-tasking environment
- Ability to balance innovative and creative thinking with critical and objective analysis

Personal Attributes:

- Strong team player
- Hands on and practical
- Strong leadership and coaching style
- Balanced and focussed approach
- Pragmatic thinking style
- Positive and motivated