



MANAGER OF FINANCE & OPERATIONS

Reports to: Company Directors

Location: Southern Gold Coast, Australia

General

The Manager of Finance & Operations is an integral role in the functionality and cohesiveness of The Beach People. This role presents a unique opportunity for someone with a strong finance background, who is after variety within their role, and is seeking a new challenge with a respected Global Brand.

Reporting directly to the Company Directors, this role is responsible for the supervision of the entire accounting function for two entities, on an international scale. In addition, you are responsible for the Global Logistics of the company, including full inventory management, product ordering, and all operational matters that arise on a daily basis.

Finance

- Global Cash Flow Management in Multiple Currencies
- Global Financial Budget Review and Management including monthly expense analysis
- Financial Reporting to Company Directors.
- Financial Reporting to Sales Teams
- Preparation of all documentation for Company Tax Returns. Liaise with external Accountants during the lodgement process. Enter adjustment journals as required.
- Reconciliation and maintenance of the General Ledger for all entities
- Review, preparation and lodgement of BAS, PAYG, VAT, CA Sales Tax, Superannuation Liabilities
- Monitor and Manage Compliance registrations, eg Payroll Tax NSW, ASIC Annual Returns
- Monitor and control Incidental Spending within the company
- Oversee Accounts Payable and Accounts Receivable functions
- Manage Senior Bookkeeper, Sales Admin, Warehouse Staff.
- Preparation and circulation of Employment Agreements and HR Induction Manuals for new staff.
- Support Sales Team in contract negotiations with new Customers
- Set RRP and Wholesale Pricing for all new products
- Establish and implement work flows for all financial and operational processes



Operations

- Place Purchase Orders for new product, set distribution split between warehouses
- Monitor production of product and troubleshoot orders as needed.
- Coordinate the shipments and importation of orders into Australia and USA.
- Communicate status of product orders with the company, particularly delivery dates.
- Set SKU's and UPC's for all products
- Monitor and manage global inventory levels, clear old stock as needed
- Manage the relationships with 3PL Warehouse in USA.
- Manage the Australian Warehouse and Customer Service staff to ensure timely turnover of orders. Resolve issues as they arise.
- Manage the Australian Warehouse ensuring sufficient space, equipment, and other requirements for optimal functionality.
- Review and negotiate on freight rates with various providers
- Work with the Product Development team during the design and sampling processes to ensure materials used meet customs regulations, and legal compliance is adhered to.
- Manage and problem solve all day to day operations of the office
- Review current computer software to assess if it continues to meet the needs of the companies. Initiate changes as needed

Experience

- "Can Do" attitude with a passion for numbers
- Min 3 years demonstrated experience in a Financial Controller role or equivalent
- Proven experience with Cash Flow Management, Budgeting, and Forecasting
- Strong interpersonal, written and verbal communication skills
- Excellent problem-solving, analytical, and numerical skills
- A high level of attention to detail and strong organisational skills
- Experience with Import/Exporting to Australia is an advantage
- Experience using Xero and Trade Gecko is an advantage

Please send all applications to Victoria@thebeachpeople.com.au