

POSITION DESCRIPTION

Title of Position: General Manager – Corporate Services

Reporting to: Managing Director

Overview:

The General Manager – Corporate Services is responsible for the overall financial management of the AWRI and leadership of the Corporate Services team. This role also provides critical strategic, financial and commercial input to the Executive Management Group and supports the Managing Director in achieving the AWRI's research, development, extension and commercial objectives.

Qualifications:

Chartered Accountant, Certified Practising Accountant, or equivalent professional qualification.

Experience:

Sufficient experience in comparable roles to meet the requirements of the position, preferably with exposure to and an understanding of the Australian viticulture, winemaking and/or scientific communities.

Principal Accountabilities:

1. Ensure the prudent and proactive financial management of the AWRI, including the management and deployment of financial assets to appropriately control costs, maximise income, and provide the AWRI with a sustainable financial base.
2. Oversee and, as necessary, contribute to, the AWRI's routine financial processes including:
 - a. Monthly financial close.
 - b. Management of debtors and creditors, including customer credit control and supplier payments.
 - c. Management of operating capital to ensure sufficient liquidity to meet short-term cash requirements.
 - d. Maintenance of the AWRI's general ledger to appropriately segregate and capture activities across the AWRI, as required by funding agreements and to facilitate appropriate insight to activity-level financial performance.
 - e. Ensuring appropriate recognition of income, expenditure, assets, and liabilities in accordance with the requirements of relevant funding agreements and Australian Accounting Standards.
3. Provide insightful periodic reporting to the AWRI's management and Board to facilitate an appropriate and contemporary understanding of the AWRI's financial performance and position. Contribute to the preparation of other relevant materials for the AWRI's Board and its Committees, particularly relating to finance, human resources, and workplace health and safety.

4. Lead and oversee the preparation of budgets and related materials at project, portfolio and whole-of-organisation levels for dissemination to AWRI management, Directors, Audit Committee and funding partners as relevant.
5. Lead and oversee end of financial year processes including internal accounting procedures, the preparation of Annual Financial Reports, engagement with external auditors and the preparation of related materials for distribution to AWRI management, Directors, Audit Committee and funding partners as relevant.
6. Ensure the establishment and maintenance of a robust internal control environment to safeguard the integrity of the AWRI's financial processes and its financial assets.
7. Ensure that the AWRI complies with its obligations to external stakeholders in relation to financial matters, including the preparation and lodgement of Annual Financial Reports in accordance with Australian Accounting Standards, reporting and payments (as relevant) to authorities including the Australian Tax Office (ATO), Australian Charities and Not-For-Profit Commission (ACNC), the Australian Bureau of Statistics (ABS), and as required to satisfy the requirements of the AWRI's funding partners.
8. In addition to finance, lead and oversee all other Corporate Services functions including human resources, information technology and operations management (including reception). Contribute as required to related functions including risk management, corporate governance, procurement, contract management and workplace health and safety. Ensure that all Corporate Services functions operate efficiently and effectively, and remain strategically aligned with the overarching direction and requirements of the AWRI. Promote a positive and service-driven culture within the Corporate Services team while leading, mentoring and supporting its staff to promote their professional development and contribution towards the AWRI's operational and strategic objectives.
9. Provide critical strategic, financial and commercial input to the Executive Management Group and support the Managing Director towards the achievement of the AWRI's broad research, development, extension and commercial objectives. Contribute to the development of AWRI business opportunities and capabilities through developing budgets, assessing investment returns, and providing strategic advice. Promote awareness and understanding of relevant financial matters across the AWRI.
10. Consent to act as Treasurer of the Australian Wine Industry Technical Conference (AWITC), including overseeing the maintenance of AWITC's financial records, the preparation of AWITC periodic budgets and financial reports, and the appropriate management and deployment of AWITC's financial assets.
11. Manage the AWRI's corporate insurance program in accordance with appropriate risk management principles.
12. Ensure the appropriate management of the AWRI's investment portfolio through effectively engaging with the AWRI's external investment manager under the direction of the Board.
13. Oversee the trusts funds for which the AWRI acts as trustee as well as any funds held in relation to any concessional status the AWRI may hold (such as Deductible Gift Recipient status with the ATO), ensuring the appropriate maintenance of financial records, management of financial assets, preparation of financial reports, and compliance with requirements imposed by relevant founding documents or external entities such as the ATO, ACNC or ABS.
14. Undertake other duties as directed by the Managing Director.
15. Accept that all intellectual property, patents and discovery arising during the course of employment at the AWRI remains the property of the AWRI.
16. Promote the general wellbeing of the AWRI by ensuring that all contact with clients, staff or the public is performed in a professional and confidential manner.

Person Specification:

1. High level of business acumen.
2. High level of technical proficiency in disciplines of relevance to the AWRI's operations.
3. Ability to work and communicate successfully within a multi-disciplinary team environment.
4. Ability to influence, lead and drive outcomes.
5. Excellent negotiation skills.
6. Superior oral and written communication skills.
7. Skilled at establishing and maintaining business and scientific networks and fostering productive partnerships with investors and collaborators.
8. Innovative and strategic thinking ability.
9. Ability to deal with a number of tasks simultaneously and manage competing priorities.
10. Ability to maintain a high level of confidentiality.

Workplace Health and Safety Responsibilities:

Employees and students must take reasonable care to protect their own health and safety, and have responsibilities to:

1. Ensure that they do not increase the risk to the health, safety or welfare of others through any act or omission.
2. Obey reasonable instructions that are designed to protect their health, safety and welfare.
3. Use, in the appropriate manner, equipment that is provided to protect their health, safety or welfare.
4. Not wilfully interfere with, or misuse, items or facilities provided in the interest of health, safety or welfare of employees.
5. Ensure that they are not affected by alcohol or any other drug to such an extent that they endanger themselves or others.
6. Report promptly, any hazards, incidents or injuries to their Manager/Team Leader.

Managers/Team Leaders are responsible for the implementation of WHS in their area of control, including to:

1. Support, encourage and enforce the application of WHS by their employees.
2. Ensure that all relevant WHS policies, procedures and systems are implemented.
3. Ensure that all hazards are identified and controlled as far as is reasonably practicable, and that the control measures are monitored and reviewed.
4. Provide employees and students with adequate information, instruction, training and supervision to maintain their health, safety and welfare.
5. Ensure employees are consulted regarding changes to the workplace or work practices that may affect their health, safety or welfare.