

POSITION DESCRIPTION

Position Title:	Business Manager
Location	Coffs Harbour or Armidale
Position reports to:	Directors

ROLE
<ul style="list-style-type: none"> ▪ Assist the Directors to manage the business operations ▪ Lead the Business Services Group (BSG) – a team of 4 staff members ▪ Ensure the BSG provides effective and efficient support to the technical staff so that the technical staff can successfully deliver projects

AREA	RESPONSIBILITIES
Financial	<ul style="list-style-type: none"> ▪ Lead preparation of annual company budget ▪ Manage and control expenditure (\$4M to \$5M per annum); authorise and audit expenses ▪ Oversee and approve payroll ▪ Coordinate preparation and review of company financial statements ▪ Approve asset purchases within delegated authority ▪ Analyse trends and provide strategic financial advice ▪ Coordinate services provided by the company's external accountant, financial institutions and insurance providers ▪ Manage reporting to regulators and ensure compliance with statutory obligations
Business Operations	<ul style="list-style-type: none"> ▪ Make decisions on day-to-day company management issues within delegated authority; escalate to Directors as appropriate ▪ Coordinate and attend company management meetings ▪ Manage a variety of company matters (e.g. office leases, equipment leases, insurances, legal) ▪ Coordinate services provided by the company's external solicitor ▪ Lead preparation of quarterly internal business reports ▪ Review, update and ensure implementation of company policies in accordance with company objectives and in compliance with relevant legislation
Leadership	<ul style="list-style-type: none"> ▪ Lead and mentor the Business Services Group (BSG) ▪ Manage the BSG workload; delegate and track delivery of tasks / actions ensuring high performance

AREA	RESPONSIBILITIES
	<ul style="list-style-type: none"> Point of contact for all staff with respect to issues that are not directly related to either technical project delivery or business development / marketing Assist with review, update and implementation of the company's strategic plan Refer to Attachment A for our Company structure
Project Delivery	<ul style="list-style-type: none"> Ensure the BSG provides effective and efficient support to the technical staff Assist with the preparation of proposals, including tender schedules
Teamwork	<ul style="list-style-type: none"> Coordinate whole of company meetings Prepare clear communications (e.g. emails) to staff regarding company management matters Work in teams to deliver tasks and internal projects Ensure the business maintains a culture where staff, suppliers and subconsultants are treated in a professional and respectful manner and there is open and honest communication
Business Development / Marketing	<ul style="list-style-type: none"> Provide support to personnel (internal & consultants) who have primary responsibility for business development and marketing
Quality	<ul style="list-style-type: none"> Quality Manager with overall responsibility for implementation of the quality management system
Work Health & Safety (WHS)	<ul style="list-style-type: none"> WHS Manager with overall responsibility for implementation of the WHS system
Information & Communications Technology (ICT)	<ul style="list-style-type: none"> Coordinate services provided by the company's external ICT provider
Human Resources	<ul style="list-style-type: none"> Provide support to personnel (internal & consultants) who have primary responsibility for human resource management
Innovation	<ul style="list-style-type: none"> Proactively identify improvement opportunities across all aspects of business operations Assist with the assessment of improvement opportunities suggested by other staff

MANDATORY REQUIREMENTS

- Class C Driver Licence (Manual and Automatic)

SKILLS & EXPERIENCE - ESSENTIAL

- Extensive commercial business experience, with a minimum of 5 years in a business manager (or similar) role
- Experience leading a team, including delegation and task tracking

SKILLS & EXPERIENCE - ESSENTIAL

- Strong financial acumen with experience in financial management of a company, including budget preparation, financial reports, expense authorisation and cost tracking
- Management accounting experience including using accounting software
- Excellent interpersonal and communication skills coupled with the ability to build credibility with internal and external stakeholders
- Ability to write clear, concise and accurate correspondence and reports
- Proficient in the use of standard office software (e.g. Microsoft Office suite)
- Experience with implementation of quality management systems
- Experience with implementation of work health and safety systems
- High level of self-motivation, self-discipline, initiative and demonstrated ability to undertake tasks and deliver outcomes with minimal supervision

SKILLS & EXPERIENCE - DESIRABLE

- Tertiary qualification in Financial Management / Business Administration (or similar)
- Experience working in a professional services / consulting organisation
- Experience with project management software

ADDITIONAL COMMENTS

- Some travel, typically between GeoLINK offices will be required from time to time

APPROVAL

Signature:	Date:
Name (print):	

ACCEPTED

Signature:	Date:
Name (print):	

Attach:

Attachment A: Company Structure

Attachment A: Company Structure

