PolsonHiggs
Business advisors

Position Description
Finance Manager

Team: Finance

Reports to: Partner

Direct Reports: Finance Team Supervisor,

Finance Administrator x 3 - *NB: for finance operational support, not staff management requirements*

Key relationships:

Internal: Partners and Staff, India Team

External: Suppliers, PH Banker BNZ, Other Banks, Inland Revenue

Position Objective

Manage and implement the financial plan with overall responsibilities for budget planning and supporting the Executive Management Team and partnership with financial advice and insights that will allow them to make the best decisions for the company.

Misson and Values

Misson

Better outcomes through smart thinking, trust, and a positive approach.

Values

Employees at Polson Higgs are expected to demonstrate our values in all aspects of their work.

Integrity – Doing the right thing

Care – Being there

Excellence – Best outcome

Key responsibilities	Deliverables/outcomes
Financial Management	• Develop and implement financial planning strategies aligned with the company's objectives. Conduct regular financial analysis to identify trends and opportunities for improvement. • Lead the annual budgeting process and monitor budget performance. Forecasts and financial modelling. Collaborate with divisional heads to develop accurate forecasts and drive financial accountability. This includes: ○ FTE budgets ○ Chargeable hours ○ Divisional FTE splits ○ Staff salaries • Ensure timely and accurate financial reporting in compliance with regulatory requirements. Oversee the preparation of financial statements. • Oversees the process for Year End balancing. • Manage banking relationships and compliance, monitor and manage cashflow forecasts. • Provide guidance, mentorship, and supervision to the finance team. Foster a culture of continuous learning and professional development. • Collaborate with senior leadership to develop and execute strategic financial initiatives. • Manage compliance with tax regulations • Manage Partner allocations
Staff Supervision Responsibilities	• Providing direction and leadership with finance team members. • Day-to-day management of workflow and team availability. • Management and mentoring of direct reports; assisting in their professional development, including completing their annual PDR.
Performance Development Review (PDR)	• Active engagement with performance development plan. • Opportunities for personal and professional development taken.
Health and Safety	• Comply with all Polson Higgs Health and Safety policies, procedures, and current legislation. • Responsible for reporting any hazard, risk or accident through the appropriate procedures.
Other	• All other reasonable duties that are required of you.

Person Specification

Skills, Knowledge and Abilities:

- Excellent computer skills in using Microsoft Office Applications (specifically in using Excel). Advanced skills in Excel, including macros and pivot tables.
- Strong analytical skills and good business sense.
- Extensive understanding of financial trends both within the company and general market patterns.
- Proficient user of finance software.
- Able to manage, guide employees to ensure appropriate financial processes are being used.
- A solid understanding of financial statistics and accounting principles.
- Working knowledge of all statutory legislation and regulations.

Personal Attributes:

- Strong interpersonal, communication and presentation skills.
- Possess high degree of integrity and professionalism.
- Being proactive, independent and able to work under pressure.
- Good interpersonal and communication skills.

Qualifications and Experience:

- A bachelor's degree in Finance, Accounting, or a related field; CA certification required.
- A minimum of 4-6 years post CA qualification of experience at Financial Manager level or equivalent.