



NATIONAL FINANCE MANAGER
JOB & PERSON SPECIFICATION
AUGUST 2008



JOB SPECIFICATION

POSITION: NATIONAL FINANCE MANAGER
REPORTS TO: CHIEF EXECUTIVE OFFICER

Company Overview

Solar Shop Australia (SSA) is a wholly owned Australian renewable energy company, and the largest of its type in the Australian marketplace. Solar Shop designs, manufactures and supplies state of the art photovoltaic solutions for both residential and commercial markets. Its goal is to demystify renewable technology by "making solar simple" and accessible for all Australians. With ever increasing awareness of our energy resources, the demand and interest in the products and service offered by SSA has been phenomenal and as a result the company has and continues to experience record growth and sales.

Company Aim

- Providing customers with an opportunity to maximise power production from solar and wind availability;
- Delivering high quality grid connect and remote area powers utilizing solar and wind technologies to residential and commercial marketplaces;
- Providing a high level of satisfaction to customers in delivering a high quality product, installation and servicing capabilities.



JOB SPECIFICATION

Position Overview

Manage and overseeing the daily commercial function of the business and liaison with key stakeholders inside and outside of the business. Management of the human resources, OHS and compliance function on a daily basis.

Key Responsibilities

- Oversee the daily accounting functions including - AP/AR, payroll, cash flow forecast, GL transactions, fixed assets, KPI reporting, forex;
- Oversee the accounting and HR staff including senior bookkeeper, bookkeeper, assistant accountant, HR officer;
- Manage commercial relationships with internal and external stakeholders, including auditor, accountant and business consultants;
- Provide management with financial reporting tools in order to make assessments of the profitability of the business;
- Manage and implement HR systems, policies and procedures;
- Manage and rollout OHS program;
- Prepare statutory returns – BAS, etc;
- Ad hoc accounting tasks as requested;
- Development of strategic business plan for the company (5-10 years);
- Implement improvement processes across the Group;
- Establish Group accounting services model;
- Implement budget and forecasts across the business;
- Successful implementation of the new accounting system.



PERSON SPECIFICATION

Experience / Knowledge / Skills

- Relevant tertiary education in a related business field, CA/CPA preferred;
- Relevant experience in commerce or a chartered environment;
- Further educational requirements as required;
- Proven experience managing an accounting function.

Personal Attributes

- Demonstrate sound leadership skills;
- Be an effective communicator;
- Demonstrate commercial acumen;
- Ability to manage a team;
- Attention to detail.



HOW TO APPLY

Applications in Word format only should be forwarded to Darren Edwards CA by e-mail to 10659@hender.com.au

Telephone enquiries are welcome and may be directed to Michael Chrisan on (08) 8100 8828.

Please Note

Your application will be automatically acknowledged by a return e-mail.