

An aerial photograph of a paved road winding through a rural landscape. On the right side of the road, there are several utility poles with power lines. A white van is parked on the shoulder near some traffic signs. In the background, a helicopter is visible in the sky. The entire image is overlaid with a semi-transparent green rectangle containing white text.

# NETcon

## FINANCIAL CONTROLLER

### TIMARU

Vacancy Information

# NETcon



## FINANCIAL CONTROLLER

Timaru, South Canterbury

**NETcon** is an industry leader when it comes to operating and maintaining electricity networks in the South Canterbury region. We look after a dynamic network that covers the area between the Rangitata and Waitaki Rivers, from the coast inland to Mount Cook.

It's an environment that often requires innovative thinking to meet some tough challenges, but we are an ambitious organisation with a focus on continuing to be the best in all we do!

We're based in the spectacular town of Timaru, a truly beautiful part of the country, with seriously mint views of snow-capped mountains on one side and the scenic Caroline Bay on the other. The region offers a great lifestyle for individuals and families – there's always plenty to do!

We have a rare opportunity for an experienced, high level Financial Controller to lead, drive and grow the finance and accounting department.

This senior management role, reporting to the CEO, is responsible for NETcon's management accounting, including cashflow management, budgets, financial variance analysis, and finance facility management. The role will also be required to report on its areas of responsibility and manage the Nimbus system that support its functions.

It calls for a commercially oriented professional with a background in contracting, high-level analytic skills, and brilliant management ability.

An attractive remuneration package will be offered to the successful candidate.

Apply now by visiting our Careers page at [www.netcon.co.nz](http://www.netcon.co.nz) or contact Stevie Greenwood for the Vacancy Information Package: [stevie.greenwood@netcon.co.nz](mailto:stevie.greenwood@netcon.co.nz).

**All applicants must be eligible to work in New Zealand, with New Zealand citizenship or New Zealand permanent residency.**



## About Us

**NETcon**, based in Timaru, in the South Canterbury region offers a wide range of contracting services to distribution lines companies, industry and consumers. We specialise in construction and maintenance for all electrical network infrastructure.

We are the preferred supplier for Alpine Energy, with a primary focus on the installation and maintenance of aerial and underground power distribution systems, including fault response.

We have a long history of quality service and commitment to our customers, and with a modern fleet, well equipped workshops and staff who know their jobs, NETcon customers know they are receiving quality results.



## POSITION DESCRIPTION

<b>Job Title:</b>	<b>Financial Controller</b>
<b>Division:</b>	Finance
<b>Location:</b>	Timaru
<b>Responsible to:</b>	Chief Executive Officer
<b>Responsible for:</b>	Direct reports x 2
<b>Employment type:</b>	Full time
<b>Hours of work:</b>	Consistent with those hours required to complete the assigned tasks, generally, Monday – Friday, 40 hours per week.
<b>Travel required:</b>	Within Region, some incidental NZ wide travel required from time to time.

## PRIMARY OBJECTIVE

The purpose of this role is to ensure accurate and timely financial information is delivered from the financial model and results are clearly communicated to support continuous business improvement.

This senior management role, reporting to the CEO, is responsible for NETcon's management accounting, including cash flow management, budgets, financial variance analysis, and finance facility management. The role will also be required to report on its areas of responsibility and manage the Nimbus system that support its functions.

## KEY DUTIES & RESPONSIBILITIES

The position of Financial Controller encompasses the following major functions or Key Result Areas:

1. Senior Management
2. Financial and Accounting Services
3. Job Costing and Recovery
4. Budget Creation and Monitoring
5. Board Relationship
6. Team leadership and Management
7. Innovation
8. Personal Communication & Participation
9. Health & Safety
10. Personal Accountability
11. Professional Development

The requirements in the above Key Result Areas are broadly identified below.

## SENIOR MANAGEMENT

### **Budget Creation and Monitoring**

- Contribute as a senior manager to further the strategic vision of NETcon.
- Promote the organisation's values.
- Clear understanding by the Finance team of the company vision and how that relates to them and their roles.
- Seen as a role model of the company values.

### **Board Relationship**

- Attend board meetings as and when required.
- All company statutory information and returns are prepared and submitted to ensure compliance with legislation.
- Board reports prepared on time and to the required accuracy.
- All company statutory returns accurately completed and submitted on time.

## FINANCIAL AND ACCOUNTING SERVICES

- Annual Audit is completed to the required standards and timeframes. Audit report highlights no major issues.
- Treasury / cash flow.
- Debt management, strategy / capital structure issues.
- Management of company documentation.
- Ensure the company is fully compliant with legislative and statutory requirements, e.g. Companies Act, Financial Reporting Act, Income Tax, FBT, GST legislation.
- Managing the submission of statutory returns, disclosures, including annual Tax Returns, Income Tax, GST returns etc.
- Financial statements are produced on a timely basis.
- Annual budgeting process managed effectively.
- Systems development and improvement.
- Monthly reconciliation of key accounts – bank, debtors, fixed assets, etc. with any issues appropriately resolved.
- Debtors actively managed with no debtors in 3 month arrears category.
- Returns and payments are made by due dates with no "late" penalties.
- Coordinate financial analysis of key acquisitions / divestments.
- Ensure payroll processed by due dates with required checks completed and accurate data.
- Responsible for PAYE, child support, superannuation, medical and other deductions and reconciliations.
- Regular production and review of business wide performance indicators with CEO and management team to facilitate decision making.
- Vital records are archived safely and efficiently for long life and easy access.

## JOB COSTING AND RECOVERY

- Oversight and improving company's job costing and recovery system.
- Working with management team with respect to pricing and contract negotiations to actively improve systems to maximise productivity and returns.

## INNOVATION

- Maintain a commitment to continuous improvement in all areas of business activity where quality is defined by customer requirements and customer satisfaction.
- Consider and implement, where appropriate, alternative methods of service delivery to improve process efficiency and effectiveness.
- Develop practises and the use of materials suited to specific activities.
- Support and optimisation of the use of new Technology related to service delivery.

## PEOPLE LEADERSHIP AND MANAGEMENT

- Drive a dynamic, versatile workplace with a 'can do' supportive culture.
- Manage the performance and development of your team members to ensure job performance requirements are met.
- Effectively communicate performance standards in terms of expected results and behaviours of employees.
- Ensure effective Performance and Development planning processes and associated training programmes are in place for all employees within your areas of accountability.
- Effectively deal with poor performance or conduct issues.
- Leading communications and change activities with passion and sincerity.
- Champion the values of the organisation.

## HEALTH AND SAFETY

- Be an active participant in NETcon's Health and Safety practices, encouraging a strong "safety" culture within the team.
- Report all accidents, incidents and near-misses and assist in any accident or incident investigations.
- Ensure the safety and health of employees and non-employees in the workplace.
- Identify record and manage all known significant hazards.
- Assist to protect staff, contractors and the general public from any known hazards within the immediate working environment.

The position holder may be required by your supervisor or manager, to carry out such other duties and responsibilities, from time to time, which is generally consistent with the objectives of the position.

This Position Description is intended to describe the main functions and responsibilities required of the role and is not to be construed as an exhaustive list of all responsibilities or duties that may reasonably be required of the incumbent in this role.

Employees will be expected to perform any duties reasonably requested by the employer. This Position Description is subject to review to reflect changing circumstances and may be amended for time to time to take account of the role requirements that evolve over time.

## SELECTION CRITERIA

The successful candidate will be able to demonstrate their experience or skills in the following areas:

### ESSENTIAL REQUIRED KNOWLEDGE / EXPERIENCE

- Relevant tertiary qualifications, Chartered Accountant or equivalent.
- Post Graduate Qualification preferred.
- Previous experience in a senior financial / operation role.
- Experience in the contracting industry is highly desirable.
- Solid experience in the use of Microsoft Office and NIMBUS (or similar accounting platform).

### ESSENTIAL KEY JOB COMPETENCIES

- Goal setting and strategic planning skills.
- Ability to articulate direction and goals, and support others in the achievement of these.
- Ability to provide leadership as well as work within a team.
- Excellent communication skills, both oral and written.
- Strong financial competency, with demonstrate skills to support the operation of a financially viable business.
- Negotiating and conflict resolution skills.
- Ability to connect easily with people and build effective working relationships.
- Ability to perform under pressure.
- Ability to deal with a wide range of people demonstrating sensitivity to needs of others.
- Ability to adapt to changing conditions, processes and other developments.
- Timely submission of material by due dates.
- Error free high quality work.

### ESSENTIAL REQUIREMENTS

- New Zealand citizenship or New Zealand permanent residency.
- Ability to obtain a clear current Police Check.
- Current NZ Driver's License.
- Clean drug test and satisfactory pre-employment medical.

# NETcon

## NETCON LIMITED

31 Meadows Road, Washdyke Timaru 7941  
PO Box 2152, Washdyke Timaru 7941

**p:** 03 683 9300 | **e:** [netcon@netcon.co.nz](mailto:netcon@netcon.co.nz) | **w:** [www.netcon.co.nz](http://www.netcon.co.nz)