



Position: Garon Plastics & Seapa Group Financial Controller

Overall Responsibility: The management of the financials for Garon Plastics & the Seapa Group of companies in accordance with Corporate & Taxation law.

Reports to: Managing Director

Key Area of Responsibility

1. Preparing of monthly management financial reports, including tracking financial performance against budget.
2. Preparing quarterly financial Board reports.
3. Preparing the annual financial accounts and tax returns for the external accountants.
4. Collaborates with the management team to support the creation of the annual budget and financial targets of the business.
5. Daily management of the financial side of the Pronto Enterprise Resource Planning (ERP) software.
6. Overall management of the Payroll function including BAS returns, PAYG tax, Superannuation, Workcover and Payroll Tax.
7. Management of Fringe Benefits Tax compliance.
8. Overall management of Accounts Payable and Accounts Receivable.
9. Oversees cash flow including foreign exchange, the payment of suppliers, collection from customers and maximising the interest in the High Interest bank accounts.
10. Supports securing of funding for business development with the bank.
11. Financial modelling to support decision making on major business decisions.
12. Supports Costings, Machine rates, Labour rates and Cost benefit analysis.
13. Liaising with the external accountants regarding Corporate Affairs, including Annual reviews, other Corporate Affairs issues and the maintenance of Share Registers.
14. Completion of insurance documentation for the Insurance Broker for the annual renewals.
15. Provide backup assistance when support staff are absent.

Personnel Reports

- Seapa Financial Accountant
- Accounts Payable Officer
- Payroll and Accounts Receivable Officer