

# Position Description

Position:	Head of Finance – Winery & Viticulture
Department:	Finance
Reporting to:	CFO
Location:	Marlborough
Date:	January 2025

## Position Purpose:

To provide commercial leadership and support to the GM Viticulture & Winemaking, Leadership Team and key stakeholders across Viticulture and Winemaking, to ensure the best possible results are delivered. This includes decision support and recommendations, generating high quality insights that drive performance improvement, and leading all key commercial and finance processes for Viticulture and Winemaking, including budget, forecast and financial month end close and performance reporting.

## Key Relationships:

External	Internal
<ul style="list-style-type: none"><li>• Auditors</li><li>• Suppliers</li><li>• Growers</li></ul>	<ul style="list-style-type: none"><li>• CFO</li><li>• Finance Team</li><li>• GM Viticulture &amp; Winemaking</li><li>• Chief Winemaker</li><li>• Winery Management Team</li><li>• Vineyard Management Team</li><li>• Supply Chain Team</li><li>• Leadership Team</li></ul>

## Key Accountabilities & Tasks:

- Partner with key stakeholders to continue to improve cost efficiencies, cost allocation and process improvement to improve financial performance, including cash flow.
- Ensure that Board, LT and teams have accurate and timely information with detailed analysis and insights with which to make the best decisions.
- Support the teams to manage capital projects to deliver best combination of risk management and return on investment.
- Plan and execute the month-end performance reporting process for Viticulture and Winemaking. This includes ensuring timely and accurate information, leveraging both external and internal data to provide high quality insights that drive business improvement.
- Plan and execute the annual business planning cycle, including 3-5 year strategic planning, annual budgets, and quarterly forecasting for Viticulture and Winemaking. Ensure prioritisation on the topics that matter, with targets set that strike the right balance of challenging yet achievable.

## Key Accountabilities & Tasks:

- With the support of the wider finance team, create robust financial planning models which allow scenario analysis to determine best strategic and tactical choices for the business.
- Lead a continuous improvement approach to key processes, finding opportunities to streamline and automate to reduce manual effort and time to complete processes.
- Contribute as a senior business leader outside of finance to promote engagement and positive working relationships.
- Involvement in ad-hoc commercial and strategic projects as required.

### Leadership

- Lead the team to ensure outputs align with the company strategy.
- Foster a high-performing team culture by demonstrating exceptional leadership capabilities and behaviours.
- Develop, lead and mentor your direct report/s to ensure delivery of annual objectives and personal development plans.
- Participate in regular leadership development activities and/or training.
- Build and develop a team culture focused on operational excellence, and high staff morale through appropriate communication, coaching, reviews, training & development, and regular performance feedback.
- Have a visible presence across the business to promote engagement and positive working relationships.
- Proactively engage teams to ensure buy-in and drive support for company initiatives.
- Manage the department budget and report variances.
- Manage the team leave liability ensuring this remains within policy limits.

### Health, Safety, Compliance & Standards

- Always abide to the relevant legislation, company's policies, and procedures, whether acting as an employee or on behalf of the company on both Yealands, supplier or customer sites.
- In relation to Health and Safety, environmental management, ethics, quality, and food safety responsibilities:
  - Lead by example ensuring relevant legislation, company policy, procedures and standards are adhered to at all times.
  - Identify and communicate staff development opportunities, working in conjunction with management to provide the necessary training.
  - Actively participate in related training.
  - Where uncertainty exists around legal or policy compliance, to seek clarification prior to commencing a task. Where activity has the potential to impact adherence to policies, communicate with Managers and the Leadership Team to find a suitable alternative solution.
  - Identify and report improvements or incidents through Mango, ensuring investigations are completed in full, improvements identified and implemented to minimise future risk.
  - Leading by example, promote positive Health, Safety and Wellbeing, Sustainability, Food Safety and Quality cultures.
- Actively participate in the injury management process.
- Enable and support employees to participate in wellbeing, environmental and sustainability programmes where appropriate.
- Adopt 'best practice' food defence and food fraud prevention procedures.
- Participate in and lead audits as required.

## Person Specifications:

Education:	<ul style="list-style-type: none"><li>• Degree qualified in finance and accounting.</li><li>• CA qualified preferred (3+ years PQE).</li></ul>
Experience:	<ul style="list-style-type: none"><li>• At least 3-5 years' experience in operational finance / cost accounting / project accounting.</li><li>• Experience in a manufacturing /supply chain and / or farming environment.</li><li>• Proven experience leading teams.</li></ul>
Specific Skills:	<ul style="list-style-type: none"><li>• The ability to think analytically.</li><li>• The ability to negotiate and form strong working relationships across the business.</li><li>• Good communication skills – both written and verbal.</li><li>• A keen eye for detail and desire to probe further and question data.</li><li>• The ability to work to multiple deadlines.</li><li>• Advanced user of Microsoft Excel &amp; Power BI.</li></ul>
Core Competencies:	<p><b>Business Awareness</b></p> <ul style="list-style-type: none"><li>• Displays a clear understanding of the business strategy and company goals.</li><li>• Demonstrates due consideration to business needs when designing and implementing change.</li><li>• Understands the underlying issues that affect the performance of own function and the impact this may have on the wider organisation.</li><li>• Maintains an up-to-date awareness of market, political, economic and social trends and competitor activities .</li><li>• Demonstrates a good understanding of performance measurement and financial management in own team and function.</li></ul> <p><b>Working with People</b></p> <ul style="list-style-type: none"><li>• Demonstrates and interest in and understanding of others.</li><li>• Adapts to the team and contributes positively to team culture.</li><li>• Recognises and rewards the contribution of others.</li><li>• Listens, consults others and communicates proactively.</li><li>• Develops and openly communicates self-insight, such as awareness of own strengths and weaknesses.</li></ul> <p><b>Applying Expertise and Technology</b></p> <ul style="list-style-type: none"><li>• Applies specialist and detailed technical expertise.</li><li>• Develops job knowledge and expertise through continual professional development.</li><li>• Shares their expertise and knowledge with others.</li><li>• Actively uses technology to achieve work objectives.</li><li>• Demonstrates an understanding of different organizational departments and functions.</li><li>• Can turn financial data into meaningful information, by identifying trends, priorities and conclusions.</li></ul> <p><b>Delivering Results &amp; Meeting Customer Expectations</b></p> <ul style="list-style-type: none"><li>• Focuses on customer needs and satisfaction.</li><li>• Reviews financial data and summarise key points, making recommendation as to actions where appropriate.</li><li>• Consistently achieves business goals.</li></ul>

This position description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, or skills required, and the employee may be required to perform other duties (that they are skilled to perform) as needed.

**Employee and Manager Acknowledgement:**

Employee Signature      Date:

Manager Signature      Date: