

Commercial / Business Administration Manager - Landmark International

Albury, NSW

With the growth of Landmark Operation Limited's export division "Landmark International", and a planned relocation to cater for continued growth to Albury - an exciting opportunity exists to manage the business for finance and general administration functions.

Reporting to the General Manager, the primary objective for this role is responsibility for all areas of the business including accounting, accounts payable functions, reporting, analysis, contract management, treasury and general management of the administrative/office and commercial areas of the business including shipping charters, Foreign Exchange and Trade Finance needs.

Key responsibilities include, but not limited to:-

Financial

- Work with Treasury to hedge relevant Foreign exchange currency requirements and manage the ongoing hedged positions.
- Manage banking relationships in conjunction with the treasury team
- Responsible for the input of invoices in the accounts payable function of the business on a daily basis.
- Manage Company funding and weekly/monthly capital requirements with Finance team in head office.
- Reporting profit by shipment & forecasting on a monthly and rolling annual basis.
- Letter of Credit management and negotiation with clients and banks. Liaise with international customers to ensure letters of credit are in line with contractual positions.
- On a monthly basis review finance provisions for each shipment.
- Responsible for the oversight, review and approval of team members expenses
- Manage all business assets and ensure they are correctly accounted for
- Responsible to develop financial modelling for new projects and acquisitions.

Operations

- Work with field teams to ensure operational efficiency can be maximised
- Support stock management and livestock inventory control.
- Support the management with shipping schedules and charter parties in conjunction with the General Manager.
- Review all areas of the business annually and look at cost efficiencies relationships with suppliers and staffing
- OH&S Management ensure all team members are safe and aware of responsibilities to themselves and the team members around them
- Review and advise the General Manager on all commercial contracts prior to the GM signing including international livestock sales contracts, shipping charter parties domestic 3rd party agreements.

Desired Skills, Knowledge & Experience:

- Strong communications skills
- Experience in financial operational business management
- Must be able to work in a fast paced environment. Must be a self-starter who can think quickly and make relevant business decisions when needed
- Be prepared to "roll up sleeves" and cover any task required

- Knowledge of the Australian Agricultural Industry
- Knowledge of Live export or domestic livestock industry
- SAP Knowledge
- Business discipline qualification
- CPA or CA qualified, desirable not essential

<http://careers.landmark.com.au>

Closing Date: 01 March 2017