

Position Description

Job Title	Financial Controller
Location/ Department	Cell Therapies Pty Ltd Level 9, 305 Grattan Street Melbourne VIC 3000
Reporting To:	Chief Financial Officer (CFO)
Main Purpose of Position	<p>The Financial Controller has responsibility for:</p> <ul style="list-style-type: none"> Accounting operations, including payroll, accounts payable and accounts receivable. Management reporting, and supporting the CFO in the preparation of statutory financial reporting, management of audits and meeting compliance obligations. Partnering and performance, including supporting the development of budgets, forecasts, business cases, analysis, costing and pricing models. <p>The position plays a vital role in the continuous improvement of Finance activities and outputs through optimisation of processes, the ability to leverage data to inform decision making as well as inform business strategy and planning.</p> <p>The position-holder will lead a high-performing team, actively encouraging personal development that results in highly motivated team members that are inspired, motivated, challenged, and can see how their roles are contributing to their future career and development aspirations.</p>
Number of Direct Reports	Financial Accountant Finance & Payroll Officer
Key Relationships	<p><u>Internal:</u> Liaises with: CTPL Leadership and CTPL team</p> <p><u>External:</u> Liaises with: PMCC, Auditors, Consultants, Bank</p>
Skills and Experience	<p>Essential</p> <ul style="list-style-type: none"> Professional accounting qualification such as CA or CPA, together with a degree in accounting, finance, or related field Multi-disciplinary experience across finance functions, including people management Strong commercial and business acumen Process and deadline driven mindset with a keen eye for detail

	<ul style="list-style-type: none"> • Critical thinking and proactive approach to problem-solving • Ability to build strong business partnerships/ relationships with a wide variety of people and organisational levels • Strong verbal and written communication, with a high customer service focus • Advanced computer software skills, including Excel, finance applications including reporting and data analytics • Demonstrable experience in the development of dashboards and innovative data visualisations, metrics and trend analysis • Experience in undertaking costing analysis which is used to inform pricing models, and monitoring actual performance against these • Working knowledge and application of Accounting Standards • Superior organisation skills and dedication to completing duties in a timely manner, utilising time management and prioritisation skills.
Skills and Experience	<p>Desirable</p> <ul style="list-style-type: none"> • Experience in biotech/pharmaceuticals/health, and/or a manufacturing environment is advantageous • Experience in the implementation or maintenance of data analytics and business intelligence solutions

Key Accountabilities	Demonstrated by/ Key Performance Indicators
Financial Management	<ul style="list-style-type: none"> • Contribute to an effective controls and governance environment, with appropriate policies and procedures which support the CEO, CFO and Board in upholding strong corporate governance. • Ensure the chart of accounts and finance ledgers are maintained on a timely basis, are accurate and complete, and structured to meeting the needs of internal users as well as statutory obligations. • Engage in business partnering with stakeholders to understand business operations and performance, and to collaborate in developing strategies and initiatives for improvement. • Actively manage working capital/cash flow, with regular reporting to the CFO and Leadership Team. • Oversee annual budgeting and quarterly forecasting processes, and collaborate with Leadership Team and managers in the development of assumptions and inputs. • Oversee maintenance of the fixed asset register, and support planning and processes relating to capital expenditure, and asset disposal. • Represent Finance in working groups and manage relationships with others across CTPL to achieve alignment in key business strategies and decisions.

	<ul style="list-style-type: none"> • Manage statutory taxation obligations (including Income Tax, FBT, BAS), with responsibility for preparation and lodgement. • Work closely with the Supply Chain Manager to develop efficient and effective processes and communications between Finance and Supply Chain. • Ensuring appropriate business continuity processes are in place, including providing back-up support for payroll processing.
<p>Reporting</p>	<ul style="list-style-type: none"> • Oversee month-end reporting processes, including the preparation of Monthly Management reports which include profit & loss, balance sheet, cashflow statement, as well as valuable driver-based analysis of business performance including quality commentary, risk and opportunity analysis, and recommendations and areas of focus for the Leadership team. • Contribute to CTPL’s statutory financial reporting obligations and play a key role in the management of annual audit processes, with responsibility for timely preparation and lodgement of compliant financial statements in line with Accounting Standards. • Contribute to the development of enhanced data analytics and reporting capabilities, including data structures and understanding the data that is available across CTPL’s systems architecture, to support the preparation of dashboards and visualisations with quantitative and qualitative data that provide meaningful and actionable business insights. • Support the fulfilment of ad hoc requests for financial related information.
<p>Business improvement</p>	<ul style="list-style-type: none"> • Collaborate, design, implement and review finance systems, business processes to support continuous improvement and contemporary relevant practices, that utilise technology and data capabilities where possible to optimise efficiency and effectiveness. • With an enterprise mindset, collaborate with internal stakeholders to improve cross-functional processes and user-experience of colleagues. • Develop, maintain and evolve financial modelling to assist with profitability analysis and transparency of costs and margins across business lines. Collaborating with the Business Development team, this will help ensure that new business is of appropriate value to CTPL. • Support colleagues in the development of robust business cases, with strong financial analysis, options analysis, articulation of risks and mitigation, together with balanced recommendations.

<p>Leadership</p>	<ul style="list-style-type: none"> • Management of the Finance Team including ensuring that expectations and deliverables are well understood, met and of a high quality. • Create and maintain a responsive and respectful workplace culture that integrates the CTPL values, and upholds an enterprise-focussed ethos with the recognition of success and achievement celebrated, both in Finance and across CTPL. • Ensure roles, responsibilities and operating procedures are well-documented, continuously updated and easily accessible for the activities of the team. • Through role-modelling and strong communication, provide strong leadership of the team with a focus on opportunities for development and continuous personal growth – including regular and valuable performance development plans and feedback - that results in high levels of engagement and retention. • Ensuring that team wellbeing is maintained, with any necessary support well-understood and provided where appropriate and possible.
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<p>Health, Safety and Environment obligations</p>	<ul style="list-style-type: none"> • Implement HSE Objectives and Targets within their areas of responsibility and promote a positive health and safety culture. • Ensure that the location of work, work performed, and equipment used within their area of responsibility is safe and without risk to health and safety so far as is reasonably practicable. • Ensure adequate resourcing is provided to implement HSE requirements and ensure a safe system of work. • Take an active lead in the monitoring and review of HSE matters within their area of responsibility to ensure that HSE Policies and Procedures are implemented and look for opportunities to improve those policies and procedures. • Provide information, instruction, training, and supervision to all Workers in their area of responsibility to ensure a safe system of work. • Ensure that all foreseeable hazards and incidents are identified and reported as soon as is reasonably practicable and not more than 24 hours from first becoming aware. • Where required, ensure that all reported hazards and incidents are investigated in a timely manner and the depth of investigation commensurate to the HSE risk. Ensure that all identified risks associated with hazards or incidents are eliminated or minimised as far as is reasonably practicable. • Participate in the development, implementation and supervision of return to work plans
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- Assist injured employees to return to their pre-injury duties as soon as practicable after a work related injury in accordance with their return to work plan.
- Provide accurate internal and external reporting of HSE performance.