

## **PART TIME FINANCE MANAGER**

Based in Surry Hills, Yakusan is a market leading brand experience agency that produces creative and bespoke brand experience solutions across an enviable client list.

We are seeking a driven and meticulous Part Time Finance Manager to drive profitable and positive outcomes for this busy and vibrant agency. The Role is approx. 24 Hours per week spread across 3 or 4 days and would be perfect for an experienced Finance Manager returning to the work force after maternity leave.

### **Your new role**

You will be in day to day control over the company's accounting and treasury operations to ensure accurate and timely financial information is provided to senior management and stakeholders. You will take a hands-on approach to both the finance function and the wider business, while managing month end, year-end and various reporting obligations for the organisation. Your experience and gravitas will be extremely important in communicating with key operational stakeholders, to create stable and long-lasting business relationships, to implement essential business decisions.

### **Duties will include but not be limited to:**

- Working with the MD, GM, FD and Senior Management to drive profit, increase margin and commercialise the Agency.
- Provision of decision support and financial advice to your MD and Senior Management Team.
- Advising your Senior Management Team on key metrics such as client contribution, utilisation, over servicing etc.
- Oversee the AP and AR process
- Managing the end to end finance process over various systems
- Ensuring the integrity of the P&L and balance sheet.
- Preparing Job Cost reporting
- Running a weekly cash flow forecast
- Budgeting, forecasting and the provision of commentaries on variances & corrective action.
- Presenting to senior management and non-finance staff.
- Responding to tenders, pricing & ensuring favourable commercial terms with clients.

- Train and upskilling agency staff in commercial and financial acumen.

You will be a, real 'self-starter' who understands the wider business commercial levers, preferably CA/CPA qualified with a high degree of self-motivation, an eye for detail and track record in a similar role. You will likely have 3 – 5 years experience of working in a similar commercial finance position within the media & marketing services sector role. You will need to have experience with small independent businesses and be able to solve business problems on behalf of the business owners. You will have experience working with jobs based businesses and have a thorough understanding of Work In Progress accounting and systems. You will also have the ability to build strong partnerships across all areas of an organisation and work with a variety of different stakeholders. You will be systems savvy with advanced Excel skills and be familiar with a range of ERP systems including WIP Systems. Ability to implement and drive projects and strategies around budget control and forecasting as well as projects to improve and implement systems and processes is also critical.

### **What you'll get in return**

A fast paced, agile and engaging organisational culture that is mission minded delivering positive outcomes as they grow organically and via aggressively targeting new business. Supported by a hands on General Manager and a part time Assistant Accountant you will have the freedom and flexibility to own your role and make your mark.

Only Australian permanent residents need apply.

Enough about us, what's your story....?

If you think this role sounds like you send your CV and covering letter to [people@yakusan.com](mailto:people@yakusan.com) by 29<sup>th</sup> January 2019.