

## Terms of Reference

Position:	Business Administration Manager
Duration of Engagement:	12 months min.
Type of Engagement:	Permanent – Full Time
Job Level:	BAM Level 6
Remuneration:	Negotiable on skill level
Reports to:	Managing Director
Location:	Townsville, Queensland, Australia

### Background

Planpac Group ("Planpac") is a multi-skilled consulting firm registered in Australia and with IPA for operations in Papua New Guinea. The company has vast expertise in civic design, project management, and industrial design in the construction industry. Operating within Australia and internationally, the project design and construction team are dedicated to bringing their 35 years of experience and knowledge to deliver innovative design briefs, interpret design concepts, and project manage construction projects from inception through to completion. Planpac have successfully delivered on a variety of projects in the health, commercial and international aid sectors.

Planpac operates strategically located offices in Townsville, Queensland Australia and within the South Pacific Region in Papua New Guinea, with offices located in key infrastructure and development areas such as Port Moresby, the nation's capital, Kokopo – East New Britain Province, Arawa – Bougainville Island and Tari – Hela Province in the Highlands. Planpac also maintains an affiliation with General Metal Structures ("GMS") in Shanghai, China to further demonstrate the company's ability to work collaboratively across borders to deliver excellence within the building and construction industry.

Planpac is committed to the continual expansion of the company's strengths across all sectors of infrastructure development with a stronger focus on the international aid market in the South Pacific.

### Position Objective

To provide high level management support to the Managing Director for the operations of the business. These functions include the day-to-day functions of the business plus planning, organizing, staffing, directing, and controlling while supervising and supporting staff.

This position specialises in financial control and management to ensure that the business is on track to meet its financial goals.

### Activities

1. Develop, implement and maintain effective business and financial administrative systems, including systems relating to the management of assets, financial and human resources.
2. Provide timely, high quality advice and support to the Managing director on the management of assets, financial and human resources utilising project and administration performance reporting systems in place.

3. Directly supervise Administrative staff and provide support to the direct team managers. This includes providing assistance and mentoring to all staff.
4. Co-ordinate, plan and narrow goals from their broadest to the most intricate form for business operations. Execute, organize and create a structure for daily tasks and clear communications.
5. Analyze and prepare high quality business reports and supporting correspondence on financial and human resources relating to the company operations for consideration and direction by the Managing Director.
6. Liaise with the company's external accountants, solicitors on the financial and legal responsibilities of the company including employment/fee agreements, taxation requirements and company structuring.
7. Ensure the company's IBMS (Integrated Business Management System) policies and procedures are followed to meet the company's Quality, Environmental, Health and Safety Standards while also assisting other colleagues with compliance.
8. Reporting on all items 1 – 7 inclusive is to include Planpac Group Pty Ltd (Aust) and Planpac Group PNG Limited.

## **Selection Criteria:**

### **Essential**

#### **1. Personal Requirements**

- Advanced high level knowledge in XERO and working across multiple currencies.
- Excellent time management skills and the ability to meet deadlines.
- Detailed knowledge, planning skills and understanding of corporate business operations.
- Highly experienced with business reporting and communication skills with attention to detail.
- Comprehensive knowledge of modern IT technology, office systems and procedures.
- Extensive experience in the management of a multi-disciplinary team in a consulting services delivery environment.

#### **2. Communication**

High-level interpersonal skills, including verbal and written communication, and an excellent ability to develop and maintain results-focused client and external service provider relationships.

#### **3. Team work**

Demonstrated ability to install honesty, integrity and good work ethics in the team environment.

Proven ability to provide strong, quality, effective management and leadership.

#### **4. Cultural sensitivity**

Demonstrated ability to work sensitively in a complex cross cultural operating environment.

#### **5. Technical skills**

Excellent knowledge of XERO, MS Office and practice management software (Synergy), including ability to learn new software.

## 6. Qualifications

- Minimum 10 years business administration/finance experience
- A higher education qualification in business and finance studies will be highly regarded
- 5 years minimum in staff management

## Duties & Responsibilities:

### 1. Finance

- Accounts payable reconciliations and payments.
- Accounts receivable reconciliations and payments.
- Banking/credit cards – oversee new card ordering, receipt client payments, follow up discrepancies with banking team.
- Tax requirements – Business Activity Statements, GST and Income Tax reporting.
- Synergy/XERO maintenance + seek and investigate new software solutions.
- Financial reporting – oversee & issue monthly sales reconciliations, P&L & Balance sheet statements, mthly GST & SWT returns to IRC.
- Monthly monitoring and reporting of all project staff's KPI's ensuring Design Manager are meeting their targets.
- Tax payable reconciliations and payments.
- Prepare reports for EOY tax assessments and liaise with accountants.
- Oversee audited accounts process.
- Provide financial and project report for annual insurance proposal. Provide cost breakdown and comparison summary for management review. Manage claims processes.
- Manage compliance with IRC and ATO.
- Cash flow management and forecasting.

### 2. Human Resources

- Recruitment
- Updating and maintaining employment agreements
- Wages/Salaries
- HR reporting and documentation to assist with staff reviews and performance assessments
- Superannuation
- Staff general enquiries
- Staff induction process

### 3. Project

- Monitoring of project cost through Synergy e.g. advising Project Managers if running over budget or meeting monthly targets.
- Preparation of project reports/documentation for director, staff and client meetings.
- Generating and maintaining projects in Synergy including developing system specifications.

### 4. IBMS Direct Manager responsibilities – refer to HRO1-FORM-02 for your key responsibilities as Direct Manager.

### 5. Managing company insurance policies.

### 6. Supervising staff and Direct Line Managers including delegating and prioritising tasks.

### 7. Provide regular advice and support to Managing Director regarding finances, human resources by attending regular meetings.

8. Provide fortnightly advice and support to management regarding financials and performance issues.
9. Liaising with company's external Solicitors and Accountants as required.
10. Provide administration support, capacity building, and training to staff as required.
11. Work in conjunction with the Managing Director as part of the Senior Management Team to ensure the integrity/efficiency of the day- to-day running of business operations as well as oversight of all key business activities are maintained.

**Other Information:**

Amendments to the position's Terms of Reference may be made during the period of the engagement as required.

All personnel must abide by Planpac's Code of Conduct and Policies located on Planpac's IBMS system.

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