



Finance Manager

<i>Commencement Date</i>	Immediate
<i>Hours</i>	Full time
<i>Reports To</i>	Chief Executive Officer
<i>Location</i>	CABN Office, 60 Halifax Street, Adelaide

Who are we?

CABN was established to provide people with the means to relax, rediscover and reconnect. Our completely off-grid, architecturally designed and sustainable cabins are transforming some of Australia's most stunning and stimulating landscapes, providing opportunities for our customers to connect with nature and each other.

Since our launch in 2017, CABN has continued to grow and we have recently announced a new partnership with Intrepid Travel which will realise further growth of our product offering that includes new locations in South Australia and nationally.

CABN is a unique business that oversees and manages all of their projects, from concept through to delivery and commissioning, sales and marketing to deliver outstanding tourism accommodation experience in nature-based locations.

Job Summary

Working with the Chief Executive Officer and CABN's accountants, the Finance Manager is responsible for CABN's finance function including preparation of monthly financial reports, preparation of budgets in conjunction with CABN Managers, management of working capital and overseeing all accounting operations. You will use data to drive decision making and become a trusted member of the leadership team.

If you thrive on a fast-paced environment that offers the opportunity to grow, and enjoy doing a wide variety of tasks from the operational to the strategic while contributing to the continuous improvement of CABN's finance function, then this role is for you.

Your Roles and Responsibilities:

Financial Operations

- Oversight of all accounting operations including accounts receivable, accounts payable and payroll.
- Preparation of monthly financial management reports for CEO and COO to review prior to distribution to Board.
- Liaise closely and regularly with CEO and Project Management team to monitor and update rolling project programs and budget.



- Preparation of forecasts – including rolling 3 month revenue and cash flow forecasts.
- Review of reconciliation process to ensure all balances are reconciled on a monthly basis, including liaison with finance staff to investigate anomalies.
- Work with external advisors to prepare various financial reporting.
- Collaborate with CABN Managers to prepare annual budgets including revenue targets, salary and overhead requirements and operational requirements.
- Prepare separate P&L's for the operations and project delivery streams, balance sheet and cash flow.

Working capital management

- Provision of 3 month rolling cash forecast.
- Monitoring cash position and forecast to ensure the business will at all times have sufficient cash flow.

Strategic projects

- Assist to prepare financial modelling for feasibility studies of individual projects/sites.
- Model revenue for existing and new sites based on expected changes to pricing and occupancy.
- Continually review work practices and recommend ways in which practices, systems and/or processes can be improved – including through use of technology to automate financial processing and report preparation.
- Identify cost efficiencies.
- Support preparation of grant applications through provision of financial reports as required.

Process and systems

- Communicate operational budgets to staff, ensure processes for expenditure and approvals are clear and complied with, supporting staff to take responsibility and accountability for their respective budgets.
- Work with CABN Managers to define reporting requirements, including their contribution to reporting.

Internal policies / practices

- Observes Work Health and Safety guidelines and practices.
- Adheres to company policy with respect to human resource practices.
- Adheres to company policy with respect to document security and privacy responsibilities.
- Understands and acts within CABN's core values.

Potential Key Performance Indicators

- Compliance with applicable regulatory requirements (ATO, ASIC etc)
- Preparation and ongoing management of budgets
- Meeting of report distribution deadlines
- Achievement of other projects to be discussed with Manager

Key Qualifications, Skills and Competencies

- Possesses a CA or CPA equivalent qualification
- Preferred tertiary qualification in commerce or accounting
- Demonstrable experience in similar role, preferably in a fast paced, growing business
- Experience in developing and building budgets



- Leadership experience
- Excellent communication skills
- Excellent customer service orientation – internal and external
- Develops excellent stakeholder relationships
- Demonstrate initiative
- A questioning mind –attuned to potential anomalies and proactively drill down to explore and resolve
- Proven ability to work effectively in a team environment and respond to changing priorities
- Strong understanding of key systems including Xero and Microsoft Excel (advanced)
- PowerBI skills will be considered favourably
- Ability to act with discretion and treat confidential information appropriately
- Excellent time management skills with an ability to prioritise and handle several different tasks at the same time
- Attention to detail
- Strong analytical skills with an ability to complete variance analysis

Other conditions

- Out of hours work may be required in the position
- Intrastate or Interstate travel may be required
- Valid driver's licence