

POSITION DESCRIPTION

Finance Manager

Position	Finance Manager
Reports to	Chief Financial Officer (CFO)
Direct reports	Accountant(s) Other finance team members as required
Function	Group Finance, Dairy Holdings
Last reviewed	October 2026

PURPOSE OF THE ROLE

The Finance Manager leads the finance operations of Dairy Holdings (the Group) and is accountable for accurate financial reporting, a robust control environment, statutory and tax compliance, treasury and cashflow management, payroll compliance, budgeting, forecasting and commercial financial support.

The role provides financial leadership across the Group, supporting operational and strategic decision-making while maintaining effective governance, risk management and continuous improvement of finance systems and processes.

The Finance Manager is a key member of the finance leadership team and acts as a trusted advisor to the CFO and the wider management team.

KEY ACCOUNTABILITIES

1. Leadership and Team Management

- Lead, mentor and develop members of the finance team.
- Foster a high-performance culture focused on accountability and continuous improvement.
- Set clear objectives and performance expectations, and conduct regular performance reviews.
- Support succession planning, capability development and cross-training so key tasks are not reliant on one person.
- Promote collaboration between finance and operational teams.

2. Financial Reporting and Control

Management Reporting

- Own the month-end close timetable and ensure monthly management accounts are accurate and timely.
- Review monthly financial performance and investigate significant variances.
- Provide meaningful analysis and commentary on results, including farm- and entity-level performance.
- Monitor performance against budgets, forecasts and key performance indicators.
- Deliver reporting that supports informed decision-making.

Financial Control

- Maintain a robust internal control environment, including segregation of duties.
- Ensure balance sheet reconciliations are completed accurately, reviewed and signed off on time.

- Ensure the integrity of the general ledger and financial records, including group consolidation and intercompany balances in maintained.
- Ensure accounting for livestock and other biological assets, fixed assets and property valuations is accurate and compliant with NZIFRS.
- Ensure compliance with approved accounting policies and financial procedures.
- Identify and implement improvements to financial controls and processes.

Statutory Reporting

- Coordinate preparation of the annual financial statements.
- Manage the annual external audit process and ensure audit findings are resolved and tracked.
- Liaise with auditors and professional advisors.
- Ensure compliance with applicable accounting standards and statutory reporting requirements.

3. Transactional Finance and Payroll

Accounts Payable and Receivable

- Provide strategic direction and support for the accounts payable and receivable functions.
- Maintain effective controls over supplier payments, customer invoicing and debt collection.
- Monitor aged creditors and debtors, resolve exceptions and manage overdue accounts.
- Ensure subsidiary ledgers are reconciled to the general ledger accurately and on time.
- Drive improvements in working-capital performance and transaction-processing efficiency.

Payroll Oversight

- Ensure payroll obligations and reporting requirements are met, and payroll is reconciled to the general ledger.
- Monitor payroll controls, including independent review and approval of pay runs, and support process improvements.

4. Budgeting, Forecasting and Commercial Support

Planning and Forecasting

- Lead the annual budgeting process across the Group.
- Coordinate periodic forecasting and reforecasting activities.
- Analyse financial performance trends and emerging risks.

Commercial Business Partnering

- Partner with operational leaders to support financial decision-making.
- Provide commercial analysis and recommendations.
- Support capital expenditure planning and assessment.
- As required, assist with investment evaluations and business case development.
- Identify opportunities to improve profitability, productivity and return on capital.

5. Treasury and Cashflow Management

- Prepare and maintain rolling cashflow forecasts and monitor the Group's liquidity requirements.
- Manage day-to-day banking requirements and facility utilisation.
- Support funding and refinancing initiatives where required.

6. Tax and Compliance

- Oversee preparation and filing of GST, PAYE, FBT, provisional and terminal income tax, and other statutory returns.
- Ensure compliance with applicable legislative and regulatory requirements.
- Coordinate external tax advisors where required.
- Support implementation of, and adherence to, the Company Tax Governance Framework.

- Identify and manage taxation risks and opportunities.

7. Governance and Risk Management

- Support the CFO in maintaining effective governance frameworks.
- Assist with Board, shareholder and lender reporting requirements.
- Ensure compliance with delegated authorities and company policies.
- Contribute to risk management activities, including fraud risk and insurance.
- Identify, monitor and manage financial risks.
- Maintain confidentiality and security of financial information.

8. Systems, Processes and Continuous Improvement

- Lead initiatives to improve finance systems, processes and controls.
- Identify opportunities for automation and process optimisation.
- Support implementation and enhancement of financial systems, including user access controls and data integrity.
- Develop and maintain finance procedures and documentation.
- Promote best-practice financial management across the Group.

9. Stakeholder Management

- Develop effective working relationships throughout the organisation.
- Partner effectively with operational and support teams.
- Liaise professionally with auditors, lenders, advisors and regulatory bodies.
- Promote a customer-service mindset within the finance function.

Key Relationships

Relationship	Purpose
CFO	Direction, escalation, Board and shareholder reporting
Operations and farm leaders	Business partnering, budgets, performance reviews, capital proposals
Banks and lenders	Transaction banking requirements
External auditors and tax advisors	Annual audit, tax filings, technical accounting and tax advice
Inland Revenue and regulators	Statutory compliance and enquiries
HR and payroll stakeholders	Employment terms, leave and payroll accuracy

KNOWLEDGE, SKILLS AND EXPERIENCE

Qualifications

Essential

- Bachelor of Commerce, or a degree in accounting, finance or a related discipline.
- Chartered Accountant (CA ANZ) membership or equivalent.

Desirable

- Treasury, taxation or governance experience or qualifications.

Experience

Essential

- Minimum five years' experience in a senior accounting or finance leadership role.
- Demonstrated leadership and people management experience leading a finance team.
- Experience preparing financial statements and management reports.
- Experience leading budgeting, forecasting and cashflow management processes.
- Sound knowledge of New Zealand taxation and financial reporting requirements.

Desirable

- Experience within agribusiness, farming or primary industries.
- Experience within a multi-entity group structure, including consolidation.
- Experience with bank facilities and covenant reporting.
- Experience with ERP and business intelligence systems.

Technical Competencies

- Financial reporting and analysis.
- Budgeting, forecasting, financial modelling and business case evaluation.
- Treasury and cashflow management.
- Tax compliance and administration.
- Internal control and risk management.
- Advanced Microsoft Excel skills.
- Financial systems and ERP knowledge.

Personal Attributes

- High level of integrity and professionalism.
- Strong analytical and problem-solving skills.
- Commercially astute and pragmatic.
- Effective verbal and written communication skills.
- Ability to influence and challenge constructively.
- Strong attention to detail.
- Continuous improvement mindset.
- Ability to manage competing priorities and deadlines.

AUTHORITY

The Finance Manager is authorised to make decisions within approved policies, the Delegated Authority, budgets and procedures.

GENERAL RESPONSIBILITIES

- Comply with all Company policies, procedures and standards.
- Demonstrate behaviours consistent with Company values.
- Undertake other duties reasonably required by the CFO that are consistent with the scope and level of the position.

ACKNOWLEDGEMENT

I have read and understood this position description.

	Name and signature		Date
Employee			
CFO			