



SHARED SERVICES MANAGER POSITION DESCRIPTION

POSITION TITLE:	Shared Services Manager
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POSITION AUTHORISATION:

INCUMBENT:	 (Signature) (Date)
PREPARED BY:	CFO (Signature) (Date)
APPROVED BY:	Executive Manager (Signature) (Date)

POSITION DEMOGRAPHICS:

Business Group/Division	Shared Services
Reports Directly to:	Chief Financial Officer
Reports Indirectly to:	Chief Executive Officer
Subordinates:	Accounts Payable, Payroll, Accounts Receivable, Cane Payment, & Other Administration staff
Team membership:	Finance & Administration Team
Work Site:	Mulgrave Mill Administration Office
Job Status:	Permanent - Full time
Hours in Attendance:	38 hour week
Qualifications / Experience:	Bachelor of Business/Commerce

POSITION PURPOSE:

The role of the Shared Services manager is to coordinate and effectively manage all administrative requirements to support the business operations across the MSF sugar group.

The Shared Services Managers primary responsibility is to oversee the functions of Accounts Payable, Accounts Receivable, Payroll, Cane Payment, and general administration services. The role is pivotal in the efficient provision of services to the MSF Sugar group.

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AUTHORITY TO ACT

Purchasing: As per the Delegations of Authority Policy

Finance/Administration: Ledger Costing, Petty Cash & Credit Card authorisations

Correspondence: Technology One, Suppliers, Debtors, Growers, Employees

Employee Relations: Recommend Leave Applications, Appointment of Administration staff, Performance Management

Compliance:

- Comply with accounting standards
- Corporations Act
- Tax Act
- External audit / tax advisers.
- Internal audit

Strategic Decisions:

- Best practice management of human resources in the shared services team.
- Creation of efficiencies through system improvements.
- Implementation of centralisation of services.

KEY RELATIONSHIPS (Internal & External)

The key relationships will be with the following:

- Company Accountant
- Management Accountants
- Group Finance Manager
- Marketing Manager
- Internal Auditors
- Senior Human Resource Manager

Additional relationships

- Group Treasury Manager
- Chief Information Officer
- External Auditors
- General Managers
- Factory Managers
- Company Secretary

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KEY RESULT AREAS

Areas	Elements
Human Resources	<ul style="list-style-type: none"> • Manage and co-ordinate shared services staff ensuring optimum use of resources.
Accounts Payable	<ul style="list-style-type: none"> • Supervise Accounts Payable processing including invoicing, payment and compliance to payment terms. • Oversee all creditor payments including audit of compliance with authorisation limits. Authorise payment of non-purchase order invoices in accordance with contracts and agreements. • Provide internal audit and authorisation of company EFT and cheque disbursements. • Monitor credit card and petty cash transactions. • Audit Accounts Payable master file additions/changes.
Accounts Receivable	<ul style="list-style-type: none"> • Supervise debtor invoicing and check compliance to payment terms. • Approve credit accounts for new debtors.
Treasury	<ul style="list-style-type: none"> • Provide short term and long term cash requirements to the treasury department. • Liaise with treasury to ensure sufficient cash on hand for daily requirements. • Coordinate changes to banking requirements including the opening of additional accounts.
Cane Payment	<ul style="list-style-type: none"> • Assist the cane payment officers to carry out their responsibilities in an efficient manner. • Check and authorise weekly/fortnightly and monthly cane payments for all mills. • Provide financial information for grower communications for sugar pricing changes. • Coordinate sugar pricing changes with the marketing department.

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Areas	Elements
Payroll	<ul style="list-style-type: none"> • Review weekly payrolls and fortnightly salaries and provide support and direction to the payroll department. • Oversee end of month and end of year processes in order to comply with taxation and superannuation legislation. • Provide advice and troubleshoot employee accrual issues. • Liaise with Human Resources regarding new employment conditions and EBA interpretation.
Property Administration	<ul style="list-style-type: none"> • Provide support to property administrator in order to correctly administrate land and property assets including land acquisition and divestments, leases, Easements. • Centralise property records to facilitate the efficient review and costing of rates, leases and land tax.
Travel	<ul style="list-style-type: none"> • Oversee travel bookings across the MSF Sugar group. • Liaise with Fight Centre regarding issues or improvements.
System Administration	<ul style="list-style-type: none"> • Oversee system administration for Finance1. • Provide training, support and problem solving to users. • Promote the implementation of new systems and processes.
Audit	<ul style="list-style-type: none"> • Provide assistance to internal auditor and coordinate data and staff requirements during internal audit processes relating to shared services. • Provide assistance to the Group Finance Manager and Company Accountant to fulfil the requirements of the external auditors.
Other	<ul style="list-style-type: none"> • Monitor internal control procedures to ensure accountability. • Ensure bank reconciliations are performed in a timely manner and journal entries are recorded accurately. • Check and authorise mill mud reconciliations and grower loan management.

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SKILL REQUIREMENT

Skill Category	Skills
Enabling Skills	University Degree Microsoft Word, Excel and Outlook, PowerPoint operation Accounting Software operation Accounting Software Administrator operation
Essential Skills	Team Leadership Problem solving - investigation, analysis and decisiveness Performance monitoring Compliance with legislation Compliance with policies and procedures Planning – prioritising Attention to detail Auditing Communication
Desirable Skills	Ability to enlist co-operation Self-organised Handle conflict Reliability Reporting Team worker

GENERAL

This document outlines the unique characteristics of this position as a guide to role, scope and responsibilities of the position and skills required of the position incumbent.

In addition to these responsibilities the incumbent is an employee of the Mill and as such is accountable to the code of employee behaviour (Code of Conduct) defined by management and related to the company ten overarching policy statements.

Furthermore the incumbent's role is not limited to the areas defined but subject to the organization's needs, may be varied from time to time consistent with the incumbent's training and skills.

Finally, this document serves primarily to make clear to the incumbent the areas of organization activity for which the incumbent has sole or team member responsibility. Standards within which tasks are to be performed, performance is measured and targets are set for improvement will be covered under performance review and continuous improvement processes.

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