

## Position Description

<b>Position Title:</b>	Commercial Manager
<b>Business Group:</b>	ASQ Corporate Services Pty Ltd
<b>Department:</b>	Head Office
<b>Reports to:</b>	Managing Director
<b>Supervises:</b>	Direct Reports (3) Senior Account Manager, Business Process Manager, Finance Operations/Payroll Coordinator Indirect Reports (5)
<b>Classification:</b>	Award Free- Management

## Company Overview

ASQ is a locally owned, family-operated business, servicing Central Victoria since 1970. ASQ has five divisions: ASQ Allstone Quarries, ASQ Premix Concrete, ASQ Garden & Landscape, ASQ Assets and ASQ Corporate Services. This diversity enables ASQ to provide products, expertise and solutions for a wide range of domestic, commercial and industrial projects, both locally and throughout Victoria, and requires a varied range of skilled, capable employees, committed to ensuring the high standard of service ASQ provides to local communities.

The ASQ Corporate Services division brings together key business support functions, including Contract & Trade Sales, Finance, IT, HR, Business Processes, and Safety. These teams work collaboratively to provide strategic and operational support across the organisation, enabling the business to deliver on its goals effectively and efficiently.

## Primary Purpose of the Position

The Commercial Manager will be a strategic leader providing financial expertise and oversight for the organisation, managing the Finance, Sales and Marketing functions as well as business process operations. This role encompasses all aspects of financial management, including financial planning and analysis (FP&A), accounting operations, cash flow management, risk management, and strategic financial guidance to support the company's growth objectives. Reporting into the Managing Director this role will act as a strategic partner to the Managing Director, supporting and providing financial leadership as the business grows.

## Key Responsibilities

- 1. Compliance with the ASQ Document Management System [Operational and Workplace Health, Safety and Environment (WHSE)]:**
  - a. Adhering to and ensuring that workers comply with all ASQ policies and procedures.
  - b. Ensure all operations comply with the company's environmental objectives
- 2. Strategic financial Leadership:**
  - a. Own and drive the financial elements of the organisation
  - b. Develop and implement commercial strategies that align with the company's overall business objectives and growth targets
- 3. Financial Operations & Management:**
  - a. Oversee all accounting operations, including accounts receivable, accounts payable, payroll, general ledger, and revenue recognition.
  - b. Ensure the timely and accurate preparation of all financial statements (P&L, Balance Sheet, Cash Flow)
  - c. Manage cash flow effectively, including forecasting, optimising working capital, and ensuring adequate liquidity for operations and growth
  - d. Ensure quality control over financial transactions and reporting

- e. Oversee preparation and payment of payroll and related expenses

**4. Financial Reporting & Compliance:**

- a. Prepare and present comprehensive financial reports
- b. Ensure compliance with all tax regulations, coordinating with external tax advisors as needed
- c. Oversee external audits and ensure all necessary documentation and information are provided
- d. Stay abreast of changes in accounting standards, financial regulations, and tax laws that may impact the company

**5. Development and maintenance of company financial policies and procedures**

- a. Ensure legal compliance through financial management
- b. Develop and implement finance related strategies and initiatives in line with the overall business strategy
- c. Develop, implement and review financial policies and procedures to promote best practice and ensure compliance with legislation

**6. Risk Management:**

- a. Identify and assess financial risks (e.g., market risk, credit risk, operational risk) and develop strategies to mitigate them
- b. Implement and monitor internal controls to minimise fraud and errors
- c. Manage legal and regulatory compliance related to financial matters

**7. Cross-Functional Collaboration:**

- a. Collaborate effectively with sales, marketing, operations, product development, and finance teams to ensure commercial strategies are integrated and effectively executed
- b. Provide commercial guidance and support to other departments as needed

**8. Team Leadership & Development:**

- a. Lead, mentor, and develop the team
- b. Set clear performance objectives, provide regular feedback, and conduct performance reviews for direct reports
- c. Identify opportunities for process improvements and technology adoption

## **Key Selection Criteria**

1. 8-10 years experience in finance and management
2. Experience of managing in a multi brand environment, across multiple business units
3. Excellent analytical and problem-solving skills, with the ability to interpret complex data and make informed decisions
4. Strategic thinker with the ability to identify and capitalize on market opportunities
5. Excellent financial and commercial acumen
6. Able to coach and mentor
7. Strong problem-solving skills
8. Willing to work onsite & travel to company sites as needed

**Education, Certification and Licenses required:**

9. Bachelor's degree in Business, Commerce, Economics, or a related field
10. CPA / CA qualifications essential

**Desirable:**

11. MBA
12. Knowledge of NetSuite

**Personal skills/ attributed required:**

13. Safety-conscious
14. Strong leadership skills
15. Strong work ethic
16. Fit for work, according to the position
17. Highly motivated with a positive attitude
18. Demonstrated ability to lead a team in a professional and collaborative manner
19. Sound literacy, numeracy and IT skills
20. Highly developed interpersonal, communication, negotiation and conflict resolution skills
21. Excellent organisational, time management, and customer service skills
22. Ability to work under pressure and meet deadlines/customer requirements

**Key contacts**

- Managing Director
- General Manager

*We acknowledge this information adequately describes the role, but it is understood all employees of ASQ have a responsibility to contribute to the advancement of the organisation by undertaking other assignments and projects as required. This position description is subject to review and amendment at any time, as appropriate.*