

Charter Keck Cramer

Available Job: Finance Manager



CHARTER.
KECK CRAMER

Job Title:
Finance Manager

Hours:
Full time

Location:
Level 19/8 Exhibition Street
Melbourne Vic 3000

Charter Keck Cramer is a Strategic Property Advisory Firm, employing 160 staff across its Melbourne, Sydney and Singapore offices. The firm provides a wide range of property services across Advisory, Research, Valuations, Projects and Capital.

Position Overview

Charter has an exciting opportunity for an experienced and dynamic Finance Manager to join its Finance team.

The role will be accountable for the daily accounting operations of the company and will play a crucial role in supporting commercial decisions, driving change and providing additional leadership to the Finance team.

Core Responsibilities:

The Finance Manager will be accountable for the finance and accounting functions of the business including:

- » Provision of accurate and timely information and analysis to meet statutory reporting requirements
- » Overseeing the end to end accounting function including payroll
- » Development of an appropriate set of controls and budgets to support business growth
- » Production of accurate financial results in accordance with reporting standards
- » Liaising with external stakeholders including bankers, external accountants, auditors and clients
- » Identification and implementation of systems and processes across finance and the broader business to streamline administration and drive efficiency.
- » Leadership and management of the Finance team including performance management, coaching and development.

Position Requirements

Applicants who possess the following skills and attributes are encouraged to apply:

- » Tertiary qualifications in Accounting or Business Administration
- » Certified Public Accountant or Certified Management Accountant
- » Significant experience in a Senior Accounting position, preferably within a professional services environment
- » Minimum 3-5 years management experience
- » Excellent communication (written and verbal) and interpersonal skills
- » Proven ability to build strong relationships with internal and external stakeholders
- » Disciplined and organised with strong attention to detail
- » Ability to work in a hands-on capacity whilst also providing strong leadership
- » Demonstrated ability to drive change and process improvement
- » Commercially astute

If you are looking for a diverse and challenging position, supported by a strong culture, please forward a covering letter, addressing the selection requirements, together with a Curriculum Vitae.

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