



POSITION DESCRIPTION

Your position title will be	Financial Controller
You'll be supported by	CEO

HOW YOU'LL HELP INSPIRE KIWI TO LOVE WHERE THEY LIVE, WORK AND PLAY

To maximise the efficiency and integrity of the finance and accounting systems, ensuring all company administration, accounting policies, and procedures are adhered to accurately and in a timely manner. Operate in full compliance with Inland Revenue requirements and applicable legislation.

Ensure Accounts Payable and Accounts Receivable functions are maintained accurately and remain current, with reconciliations completed as required. Provide guidance, support, and direction to staff in relation to administrative and financial processes.

Deliver clear and timely financial reporting and advice to Store Managers to support informed decision-making and a sound understanding of business performance. Safeguard and enhance the financial standing and reputation of all entities associated with the Bold Group by delivering excellence in financial management, governance, and customer service, always acting in the best interests of the Company.

WHAT YOU'LL DELIVER

- Provide full ownership of the Group General Ledger, ensuring timely, accurate, and compliant processing of all journal entries across all entities
- Ensure all financial transactions are appropriately coded, reviewed, and recorded in accordance with GAAP, accounting standards, and internal financial policies
- Maintain oversight of monthly reconciliation of all balance sheet accounts, including assets, liabilities, accruals, and provisions, ensuring accuracy and audit readiness
- Ensure inter-branch and intercompany balances are reconciled, agreed, and resolved in a timely manner with subsidiaries and associate companies
- Oversee the end-to-end bank reconciliation process, ensuring all reconciling items are investigated and cleared promptly
- Ensure the preparation, review, accuracy, and timely lodgement of all statutory returns, including GST, FBT, PAYE, ACC, RWT, NRWT, and other regulatory or statistical reporting obligations
- Lead the preparation, consolidation, and ongoing management of budgets and forecasts across all subsidiaries and business units
- Design, maintain, and govern the General Ledger structure, including chart of accounts and cost centres, to support accurate financial reporting and business insight
- Safeguard the integrity of the General Ledger through strong controls, review processes, and segregation of duties
- Proactively investigate financial discrepancies, variances, or anomalies, implement corrective actions, and develop controls to mitigate future financial risk
- Maintain the highest level of confidentiality and integrity over all financial, payroll, employee, commercial, and corporate information
- Ensure all financial data is handled, stored, and distributed in accordance with company policy, privacy legislation, and regulatory requirements
- Safeguard sensitive Board, executive, and management financial information, ensuring access is restricted to authorised personnel only
- Establish and enforce internal controls to prevent unauthorised access, disclosure, or misuse of sensitive financial and commercial data
- Ensure confidentiality obligations are understood, upheld, and adhered to by all finance and administration team members
- Maintain secure financial systems, records, and reporting processes to protect data integrity and confidentiality
- Act with discretion and sound judgement when handling sensitive financial, contractual, employment, and strategic business matters
- Prepare and review monthly management accounts, including variance analysis, commentary, and insights to support executive decision-making
- Prepare statutory financial statements in compliance with applicable accounting standards and regulatory requirements
- Oversee financial data extraction, reporting logic, and outputs from data warehouses and financial systems
- Develop, maintain, and optimise financial reporting models and spreadsheets to support operational, executive, and board-level reporting
- Prepare accurate and timely financial reports and analysis for Board Packs, including performance trends, risks, and opportunities
- Manage and deliver end-of-month close processes, ensuring reporting accuracy and timelines are met
- Provide regular financial performance updates to the CEO, including cash flow, profitability, financial risks, and emerging issues
- Communicate monthly financial results and insights to store management and operational leaders in a clear, accurate, and actionable manner
- Lead the preparation of year-end statutory financial statements and act as the primary contact for auditors and external advisors
- Translate complex financial data into meaningful commercial insights to support strategic and operational decision-making

- Present budgets, forecasts, and financial performance results to General Managers and senior leadership teams
- Monitor budget performance and cost control through detailed review of General Ledger activity and variance analysis
- Lead, coach, and manage the finance team to ensure high standards of accuracy, accountability, confidentiality, and professional conduct
- Allocate workloads, supervise outputs, and ensure duties are performed efficiently, accurately, and in line with company standards
- Conduct regular performance reviews, provide constructive feedback, and complete formal appraisals in accordance with company timelines
- Identify capability gaps and implement induction, training, and development plans to build team competence and succession readiness
- Support HR in the induction, training, and ongoing development of finance and administration team members
- Foster a culture of accountability, continuous improvement, collaboration, and knowledge sharing within the finance function
- Lead by example through strong ethical behaviour, professionalism, integrity, and respect for confidentiality
- Ensure finance team compliance with workplace health, safety, and company policies at all times
- Maintain effective working relationships with the CEO, senior leadership, and cross-functional stakeholders
- Produce accurate management and financial reports on request and provide financial guidance to operational leaders
- Attend executive, operational, and stakeholder meetings as required
- Support business initiatives and undertake additional duties as required to meet organisational objectives
- Ensure data integrity, system accuracy, and disciplined financial processes are maintained across all financial and operational platforms
- Maintain compliant, structured, and accessible financial filing and record-keeping systems
- Ensure effective working knowledge of in-store and operational systems to support financial governance, enquiry resolution, and data accuracy
- Maintain up-to-date knowledge of relevant legislative, regulatory, and governance obligations impacting the business

CORE CAPABILITIES YOU NEED	MINDSETS, HABITS AND BEHAVIOURS YOU NEED
<ul style="list-style-type: none"> • Deep understanding of financial accounting, management accounting, statutory reporting, and compliance with GAAP/IFRS and regulatory requirements • Strong capability in General Ledger governance, reconciliations, internal controls, audit readiness, and maintaining financial integrity • Ability to produce accurate, timely management and board reporting supported by clear analysis, insight, and commentary • Proven capability to lead budgeting and forecasting processes, monitor performance, analyse variances, and provide commercial advice • Strong knowledge of statutory, tax, and regulatory obligations, including GST, PAYE, FBT, ACC, and related compliance requirements • Ability to identify financial risks, investigate discrepancies, resolve issues, and implement preventative controls and improvements • High competence with financial systems, reporting tools, data warehouses, and advanced spreadsheets to ensure data accuracy and reliability • Demonstrated discretion, integrity, and sound judgement when handling sensitive financial, payroll, employee, and commercial information • Capability to lead, coach, and develop finance teams, manage performance, and build a culture of accountability and professionalism • Strong communication skills with the ability to explain complex financial information clearly to the CEO, Board, senior leaders, and non-financial stakeholders • Strategic and commercial thinking, with the ability to align financial management to business objectives and long-term outcomes • Strong organisational skills, including planning, prioritisation, attention to detail, and consistent delivery to deadlines • Proactive, continuous-improvement mindset focused on strengthening processes, controls, reporting quality, and team effectiveness 	<ul style="list-style-type: none"> • Demonstrates integrity, professionalism, and ethical judgement in all financial and commercial matters • Maintains absolute discretion and confidentiality when handling sensitive financial, payroll, employee, and executive information • Takes full ownership and accountability for financial outcomes, accuracy, and compliance • Operates with an audit-ready mindset, ensuring work is thorough, defensible, and well-documented at all times • Approaches work with a high level of attention to detail while maintaining a strategic, big-picture perspective • Acts as a trusted advisor to the CEO and senior leaders, providing honest, clear, and balanced advice • Thinks commercially and pragmatically, translating numbers into meaningful insights and actions • Maintains a calm, disciplined approach under pressure, particularly during month-end, year-end, and audit cycles • Demonstrates resilience and adaptability in a fast-paced or changing business environment • Is proactive in identifying risks, issues, and improvement opportunities before they escalate • Displays strong time management and prioritisation habits to consistently meet deadlines • Leads with confidence while remaining approachable, fair, and open to feedback • Encourages accountability, ownership, and high standards within the finance team • Invests in developing others through coaching, mentoring, and knowledge sharing • Communicates clearly, confidently, and respectfully with both financial and non-financial stakeholders • Maintains curiosity and a continuous learning mindset to stay current with regulatory, system, and business changes • Acts as a role model for company values, behaviours, and expectations • Seeks continuous improvement in systems, processes, controls, and ways of working • Balances firmness with collaboration when influencing outcomes or driving change

TECHNICAL SKILLS YOU HAVE	YOUR ROLE SCOPE
<ul style="list-style-type: none"> • Advanced financial accounting and management accounting knowledge • Strong General Ledger management, reconciliations, and month-end close capability • Preparation of statutory financial statements in compliance with GAAP / IFRS • Preparation and review of management accounts, variance analysis, and financial commentary • Budgeting, forecasting, and financial modelling across multiple business units or entities • Consolidation of group financial results, including intercompany eliminations • Strong understanding and practical application of tax and statutory reporting requirements (GST, PAYE, FBT, ACC, RWT, NRWT) • Cash flow management, forecasting, and bank reconciliation oversight • Audit coordination and liaison with external auditors and advisors • Development and maintenance of charts of accounts, cost centres, and financial structures • Financial controls design, implementation, and monitoring • Advanced Excel and spreadsheet modelling skills for reporting and analysis • Use of financial systems, ERPs, and data warehouses for reporting and analysis • Financial reporting for Board Packs and senior leadership decision-making • Data analysis, validation, and integrity assurance across financial systems • Strong documentation and record-keeping practices to support compliance and audit readiness • System process improvement and reporting optimisation • Financial policy development and adherence monitoring • Understanding of payroll processing and payroll-related accounting impacts • Ability to interpret and apply legislative and regulatory financial requirements 	<ul style="list-style-type: none"> • Holds end-to-end responsibility for the financial management, reporting, and governance of the Group • Acts as the senior financial authority across all entities, subsidiaries, and business units • Owns the integrity, accuracy, and reliability of all financial reporting and statutory obligations • Provides strategic financial support and advice to the CEO, Board, and senior leadership team • Leads the budgeting, forecasting, and financial planning processes across the organisation • Oversees all General Ledger, balance sheet, and month-end and year-end close activities • Ensures compliance with accounting standards, tax legislation, and regulatory requirements • Acts as the primary point of contact for auditors, external advisors, and regulatory bodies • Maintains oversight of cash flow management, working capital, and financial risk exposure • Translates financial results into clear commercial insights to support decision-making and business performance • Leads, manages, and develops the finance team to ensure capability, performance, and continuity • Establishes and enforces strong financial controls, policies, and governance frameworks • Ensures confidentiality, data integrity, and ethical standards are upheld across all financial activities • Partners with operational leaders to support performance, cost control, and growth initiatives • Supports strategic initiatives, business change, and continuous improvement across the organisation • Ensures financial systems, processes, and reporting frameworks are scalable and fit for purpose • Represents the finance function as a trusted, credible, and solutions-focused business partner • Has authority to recommend improvements, corrective actions, and risk mitigations to senior management

HOW WE DO THINGS HERE AT MITRE 10

- We live by our values in how we are with one another as one team and with our customers
- We all play an active part in our health, safety & wellbeing obligations, following guidelines and procedures and always working in a safe way
- We all know the guidelines we're working within to help us stay on track (policies and procedures)
- We all muck in and help with whatever needs doing



**Customer
obsessed**



**One
team**



**Honest
and fair**



**Strive for
excellence**

ACKNOWLEDGMENT:

I, _____, acknowledge that I have read, considered, had an opportunity to clarify my understanding and agreed to the role responsibilities, as outlined in this Position Description.

Team Member Signature: _____ Date: _____