



Finance & Admin Job Description – Leanne Mason

Overview

Tasked with fully reviewing and improving the companies' procedures and systems to provide a base for the continued growth and implementing a strategy to expand into different areas of the country.

Providing information and services to achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines, codes, and regulations; and supervising and directing staff and sub-contractors.

Responsibilities and Duties

- Providing leadership, direction and guidance for all A M Water Services Limited activity
- Analysing and evaluating the effectiveness of the organisation's operations and personnel
- Providing adequate finance reporting for the delivery of timely and accurate management financial reporting
- Driving profitable business growth, supporting the delivery and launch of all activities
- Managing cash flow
- Helping maintain the development of training within the business for its needs and staff needs
- Assisting the representation of the organisation to industry bodies, agencies, contractors and regulators
- Assisting in the responsibility for the health and safety of the company
- Assistance in the reviewing and improving current procedures and systems
- Support and implement a growth strategy for the business
- Meeting the daily needs for the administration for the business needs and development
- Daily monitoring of staff and sub-contractor needs
- Work directly alongside the Managing Director