

Role Description

Role Title:	Operations Coordinator
Reports To:	Operations Lead
Date Prepared	August 2024
Overall objective	
<p>The Operations Coordinator plays a critical role in maintaining the financial health of Middleton Group, ensuring accurate financial reporting and financial administration. This position involves tasks such as financial reporting, budgeting, as well as accounts and payroll management.</p> <p>In addition, the Operations Coordinator provides support across the business to ensure that company financial processes are followed to ensure compliance with regulatory requirements, internal policies, and industry best practice to improve business maturity in financial operations.</p>	
Key Responsibilities	<ul style="list-style-type: none"> • Coordinate financial activities, including reporting and analysis. • Report on budgets to align with company goals. • Coordinate the debtor and invoicing processes. • Process and manage accounts payable and payroll processes. • Implement governance and compliance measures for best practice business operations. • Identify and coordinate business improvement opportunities
Experience	<ul style="list-style-type: none"> • Proven financial administration and reporting experience. • Familiarity with payroll and accounting systems. • Knowledge of financial regulations and compliance. • Ability to improve business processes. • Strong analytical and problem-solving abilities.
Personal Attributes	<ul style="list-style-type: none"> • Values driven - Committed to nurturing a people focussed culture founded on care, respect and accountability • People Focussed - Demonstrates genuine care for staff well-being and development, fostering a supportive work culture. • Growth Mindset - Seeks and embraces opportunities for development, innovation and improvement • Engagement & Collaboration Focussed - Connects and inspires collaborative teamwork across Middleton Group, leading a culture of celebration and fostering an environment of engagement and collaboration.
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in Finance, Accounting, or 3+ years of experience in a related field. • Experience with Accounting and Payroll systems. • Knowledge of financial regulations and governance frameworks.