



MAC WASTE

Position	Finance & Commercial Manager
Employment Type:	Full-Time, Ongoing
Hours of Work:	8:00am – 4:00pm preferred, with occasional additional hours as reasonably required
Reports to:	Directors
Remuneration & Benefits:	\$110,000 – \$120,000 base salary, commensurate with experience, plus 12% superannuation
Location:	On site – 21 Station Street, Maffra VIC 3860

ABOUT MAC WASTE

Mac Waste is a family-owned waste management company providing waste collection, recycling, and environmental services across the region. With approximately 15 staff based in Maffra and servicing Victoria wide, we are a rapidly growing Gippsland success.

The business works closely with commercial, industrial, and community clients to deliver practical waste solutions while maintaining strong safety, environmental, and operational standards.

In 2025, we paired our 25 year legacy with a new business structure, shifting our business model and leadership into broader, progressive efforts, expanding our offerings and considerably growing our footprint in the industry over the past 12 months. All while maintaining our values of reliability, teamwork, and practical problem solving, with a focus on delivering high-quality service to customers.

ABOUT OUR OPPORTUNITY - Finance and Commercial Manager

As the business grows, the Finance & Commercial Manager will manage our day-to-day finance function across the business's multiple-entity structure. This spans transactional accounting and payroll through to reporting, budgeting and cash flow. The role also builds our commercial management and administrative capability to support that growth.

Beyond finance, this role acts as the coordination point for office management, business administration, workforce records and HR administration, helping ensure Mac Waste operates efficiently, professionally and compliantly day to day.

Working closely with the Directors, the Operations Managers across Liquid Waste and Hard Waste, and Mac Waste's external accountants, HR consultant and other expert advisers, the Finance & Commercial Manager helps the business make sound financial and commercial decisions while keeping its administrative foundations solid. More complex accounting, HR or other specialist matters are referred to these external advisers as needed. Some administration support is also established in the business and this role will contribute to the wider efforts across the business, as part of the wider leadership team.

As Mac Waste continues to grow, this role is likely to evolve, and the successful candidate will be encouraged to shape and improve the systems and processes that support it.

KEY RESPONSIBILITIES

Financial Management & Reporting	• Manage day-to-day finance operations across the multiple-entity structure, including accounts payable and receivable (Dext, Xero) • Complete bank reconciliations, general ledger reconciliations, and month-end balance sheet journals
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	• Prepare month-end reports and manage budgets, forecasts and cash flow • Work with Mac Waste's external accountants, including for oversight of more complex accounting matters as required
Payroll & Statutory Compliance	• End-to-end payroll processing via an employment/payroll system such as Employment Hero • PAYG, superannuation, and EOFY processing • BAS, IAS and Payroll Tax preparation and lodgement • WorkCover and broader insurance compliance
Commercial & Business Development Support	• Assist the Directors with tenders, proposals, quotes and contracts • Support customer onboarding and contract administration • Provide commercial input on pricing and contract terms where relevant
Office Management & Business Administration	• Coordinate day-to-day office administration, systems and records with support from an internal office admin and other responsible team members • Assist the Directors with administrative coordination and business support • Prepare internal documentation, registers, forms and reports • Identify opportunities to improve administrative systems and processes • Provide interim administrative support for compliance-related documentation (e.g. SiteDocs, fleet records) while these functions transition to the Operations Manager
Workforce Records & HR Administration	• Onboard new employees, including issuing employment contracts • Maintain employee records including licences, training certifications, inductions and competencies • Refer more complex HR, IR or compliance matters to Mac Waste's external HR consultant

QUALIFICATIONS & LICENCES

Essential	• Current Australian Driver's Licence
Desirable	• Degree qualified or Cert IV in Bookkeeping/Accounting • CPA or CA membership, or progress toward, advantageous but not essential

SKILLS & EXPERIENCE

Essential	• Relevant experience within public practice, accounting or bookkeeping • BAS agent registration or higher • Strong Xero experience • Experience with an integrated employment/payroll system (e.g. Employment Hero or similar), covering both payroll processing and employee onboarding • Ability to work autonomously and as a self-starter • Comfortable supporting commercial, tender and administrative processes alongside core finance duties • Experience and proven ability to critically review, analyse and advise on financial activities and opportunities, quoting and service terms/agreements • Ability to build strong relationships with internal and external stakeholders
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Desirable	• Direct experience with Employment Hero • Experience within the waste management industry • Experience in compliance administration or workforce records management
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THE PERSON WE'RE LOOKING FOR

Professional Communication & Judgement	• Exercises sound judgment, discretion and confidentiality when handling sensitive financial and employee information • Communicates clearly and professionally with Directors, external accountants, the HR consultant, and operational teams
Ownership & Accountability	• Demonstrates a high level of reliability, organisation and personal accountability • Maintains accurate financial and administrative records with strong attention to detail • Ensures confident, reliable and accurate financial oversight, while effectively contributing to contract and conditions review, tendering and service costing processes
Initiative & Continuous Improvement	• Demonstrates a proactive, solutions-focused approach • Identifies opportunities to improve financial and administrative systems
Adaptability	• Comfortable working across finance, commercial and administrative functions in a dynamic, growing business

WORK ENVIRONMENT, HEALTH & SAFETY REQUIREMENTS

The role is primarily office-based at Mac Waste's Maffra site, with occasional travel to client sites to support tender and contract discussions, or to accompany the management team on other business matters.

Work includes extended periods of computer-based analysis, desk based administration, reporting and meetings, along with occasional travel by car.

The person must be able to work independently, manage competing deadlines including occasionally short notice Director support requests, and will need to travel independently when required.

The role requires awareness of workplace health and safety obligations relevant to an office environment, and awareness of psychosocial risks including workload, role clarity and workplace behaviour.

The Finance & Commercial Manager is expected to model safe work practices and contribute to a positive safety culture across the business.

EMPLOYMENT REQUIREMENTS

- Current unrestricted Victorian driver's licence
- Valid Australian working rights
- Ability to meet any reasonable role-specific safety, health or compliance requirements

KEY RELATIONSHIPS

Reports to : Directors

Internal : Operations Managers (Liquid Waste and Hard Waste), employees across the business

External : External accountants, HR / Business consultant, customers, suppliers, contractors, and other professional advisers

POSITION FLEXIBILITY & ROLE DEVELOPMENT

As Mac Waste continues to grow and evolve, the responsibilities and scope of this position may be reviewed and adjusted from time to time to reflect operational requirements, business growth, and the skills and development of the employee.

This position description outlines the primary responsibilities of the role but is not intended to be an exhaustive list of all duties.

KEY SELECTION CRITERIA

To help us consider your application, please provide examples of your experience in relation to the Key Selection Criteria below in your cover letter or application.

1. **Financial Management** - Demonstrated experience managing day-to-day finance functions, including AP/AR, reconciliations, budgeting and cash flow, ideally across a multi-entity structure.
2. **Payroll & Compliance** - Experience with end-to-end payroll processing and statutory compliance (PAYG, superannuation, BAS/IAS), using an integrated payroll system such as Employment Hero or similar.
3. **Commercial Support** - Ability to support Directors with tenders, quotes and contract administration, bringing a practical commercial mindset to pricing and terms.
4. **Administration & HR Coordination** - Experience coordinating office administration, workforce records and new-employee onboarding, with sound judgement on when to escalate HR matters externally.
5. **Autonomy & Relationships** - A self-starter who works well autonomously, builds strong relationships with internal and external stakeholders, and is comfortable in a small, growing business.

How to Apply

1. Prepare your resume and cover letter, addressing the Key Selection Criteria.
2. Submit your application via the Seek link or directly to hello@fullcirclehr.com.au.

All applications will be received and considered by Full Circle HR & Business Services.

Please note: Applications that do not address the selection criteria may not be considered.

No agency referrals accepted. Shortlisted candidates may be contacted for an interview throughout the vacancy period.

Professional references and police checking will form part of our selection process.