



## The Modra Technology Difference

**EXPERTISE:** Developing smart solutions to problems in the soft flooring industry

**RESPONSIVE:** Remote support & local technicians (AUS, USA, CHINA & EU)

**TRUSTED:** 30 years' experience, trusted and well known to deliver

**PROVEN:** Global results with machines sold across 30+ countries

modra

## FINANCIAL ACCOUNTANT

Position Information	
Employment Type:	Part Time (0.8) or Full Time, Ongoing
Hours of Work:	30.4 to 38 hours per week, plus reasonable additional hours
Reports to:	Chief Financial Officer
Conditions	\$110,000 - \$120,000 salary + 12% Superannuation Performance Incentive: Up to 40% annual incentive eligibility
Award:	This position and all hours are salaried and all inclusive, in excess of Award conditions.
Location:	On-site Warragul (Hybrid working negotiable)
Organisation Information	
About Us:	<ul style="list-style-type: none"><li>• Modra Technology is an Australian owned and operated company based in Warragul, Gippsland, with a client base spanning the globe. With over 25 years' industry experience.</li><li>• Modra is committed to ongoing innovation. The Company has received multiple business awards for excellence in performance, success, and achievement within manufacturing and export, primarily serving the carpet manufacturing industry with cutting-edge products to support their continued success.</li><li>• Modra has grown to serve over 200 customers across 35 countries, with over 400 of our machines located worldwide.</li><li>• With revenue exceeding \$35m, Modra is a profitable and cash generative business looking to accelerate growth organically and via acquisition. To facilitate this, private equity firm Australian Business Growth Fund invested in Modra in 2025 to support and fast track this growth.</li></ul>
Our Culture:	<ul style="list-style-type: none"><li>• Values<ul style="list-style-type: none"><li>○ Innovation and Excellence</li><li>○ Customer-Centric Approach</li><li>○ Collaboration and Teamwork</li><li>○ Global Reach, Local Touch</li></ul></li><li>• Modra is advancing the carpet manufacturing industry through decades of expertise and focused research and development. More recently, this focus has been around creating innovative automation solutions for the industry.</li><li>• The company is focused on solving customer problems and provides a high level of customer service.</li><li>• The health and safety of our team is always a priority as well as providing an</li></ul>

	environment where equal opportunity and non-discriminatory practices are embedded in the culture of Modra Technology.
<b>The Role</b>	<p>The Financial Accountant plays a critical role in Modra Technology's global operations, supporting financial management, compliance, and strategic reporting. Working closely with the CFO and providing transitional support alongside the outgoing Finance Manager, this position ensures the integrity of financial systems, accurate reporting, and sound financial decision-making to underpin Modra's growth and international success.</p> <p>This is a senior role requiring a highly experienced financial professional with a strong technical accounting background, excellent communication skills, and the ability to navigate complex international transactions. The role is both strategic and hands-on, encompassing compliance, payroll, reporting, business analysis, and process improvement.</p>
<b>FY 25 -</b>	<ul style="list-style-type: none"> <li>• Accurate and timely delivery of month end results and financial reporting to CFO and leadership team.</li> <li>• Smooth transition of responsibilities from outgoing Finance Manager with no disruption to compliance or reporting.</li> <li>• Successful oversight of SAP and Employment Hero systems, as well as our bespoke internal 'Hours' system, including process improvements and accurate data integrity.</li> <li>• Completion of annual financial audit with minimal adjustments required.</li> <li>• Improved reporting frameworks that provide clear financial insights for business decision-making.</li> <li>• Demonstrated support to CFO in board and governance reporting.</li> <li>• Evidence of process improvements in internal controls, payroll accuracy, and compliance practices.</li> </ul>

<b>Role Information</b>	
The role includes but is not limited to the following key duties, standards and compliance requirements:	
<b>Duties 1:</b>	<p><b>Financial Management &amp; Reporting</b></p> <ul style="list-style-type: none"> <li>• Preparation of accurate and timely month end results, including the close of the SAP general ledger.</li> <li>• Preparation of monthly, quarterly, and annual financial statements.</li> <li>• Ensure accuracy, compliance, and timeliness of financial reporting in line with statutory and international requirements.</li> <li>• Manage foreign currency transactions and risk, including establishment and settling of Foreign Exchange Management activities.</li> </ul> <p><b>Compliance &amp; Governance</b></p> <ul style="list-style-type: none"> <li>• Ensure compliance with Australian Accounting Standards, taxation, and regulatory frameworks.</li> <li>• Manage external audit processes, liaising with auditors and regulatory bodies as required.</li> <li>• Maintain robust internal controls and risk management practices.</li> </ul> <p><b>Business Partnering</b></p>

	<ul style="list-style-type: none"> <li>• Provide financial insights and analysis to support decision-making by the CFO, CEO, and leadership team.</li> <li>• Collaborate with operations, R&amp;D, and sales teams to align financial management with business strategy.</li> <li>• Support CFO in board reporting and governance obligations.</li> </ul> <p><b>Systems Oversight</b></p> <ul style="list-style-type: none"> <li>• Lead oversight and optimisation of financial systems including SAP 'Business One' (accounting, reporting, audit compliance).</li> <li>• Oversee finance-related functionality within Employment Hero and our 'Hours' bespoke time capture system, ensuring accurate payroll, leave, and employee financial records.</li> <li>• Work with the leadership team to ensure systems are integrated and deliver effective financial and compliance outcomes.</li> </ul> <p><b>Leadership &amp; Transition</b></p> <ul style="list-style-type: none"> <li>• Work alongside the transitioning Finance Manager to ensure continuity of financial systems, processes, and knowledge.</li> <li>• Mentor and support finance team members to build capability and resilience.</li> <li>• Drive efficiency and improvements in financial systems and reporting frameworks.</li> </ul>
<b>Work Environment and Physical Requirements:</b>	<p>The position primarily operates within a <i>standard office environment</i>. Physical requirements and Health and Safety considerations specifically to this role include:</p> <ul style="list-style-type: none"> <li>• <i>Sedentary tasks with occasional standing, walking and light lifting duties, including climbing of stairs (main office location)</i></li> <li>• <i>Ability to make occasional visits to production areas as required.</i></li> <li>• <i>Extensive use of computers and standard office equipment for daily administrative and finance functions.</i></li> </ul> <p>Employees are expected to maintain their health and well-being by adhering to ergonomic practices, taking regular breaks, and promptly reporting any concerns.</p>
<b>Compliance Requirements:</b>	<p>All employees are required to:</p> <ul style="list-style-type: none"> <li>• follow any reasonable instruction that enables us to comply with legislative requirements affecting Victorian workplaces, as well as those workplace health and safety requirements relevant to external or third party sites, exhibitions, or client locations.</li> <li>• follow our policies, procedures and systems of work for effective and safe work practices either as outlined in our handbook, individually documented or verbally instructed by suitably skilled persons.</li> <li>• Promote a safe and supportive work environment for all employees, leading and facilitating safety-first operations at Modra Technology</li> </ul>
<b>Professional Standards:</b>	<p>All employees have a responsibility to maintain professional standards, including:</p> <ul style="list-style-type: none"> <li>• Model the business's values</li> <li>• Be professionally presented including hygiene and suitable attire/correctly wear the uniform.</li> <li>• Maintain a clean, tidy and safe workspace</li> <li>• Ensure professional and informative communication</li> <li>• Safe and legal operation of any vehicle used for work purposes</li> </ul>

	<ul style="list-style-type: none"> <li>Assist with other duties for which you are suitably skilled, without detriment to essential deliverables</li> </ul>
<b>Selection Criteria</b> People being considered for this role should be reviewed against the following criteria:	
<b>Employment Eligibility:</b>	<b>The person in this role is required to have the following:</b> <ul style="list-style-type: none"> <li>Be an Australian Citizen, Permanent Resident or hold a valid work permit or visa</li> <li>National Police Records Check which will comply with the 100-point proof of Identity Check</li> <li>Drug and alcohol screening <b>and</b> Pre-employment medical</li> </ul>
<b>Qualifications &amp; Licences:</b>	<b>Essential Qualifications &amp; Licences</b> <b>Essential</b> <ul style="list-style-type: none"> <li>Degree in Accounting, Finance, or Commerce (or equivalent).</li> <li>Professional membership or progression toward CPA or CA and maintenance of professional development obligations for continuation of membership.</li> <li>Full and unrestricted driver's licence.</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>Postgraduate qualifications in Finance, Business, or Management.</li> <li>Additional certification or training in international taxation, audit, or risk management.</li> <li>Experience in continuous professional development relevant to financial leadership roles.</li> </ul>
<b>Skills &amp; Experience:</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>Significant senior-level experience in financial accounting and reporting, preferably in a global manufacturing or technical environment.</li> <li>Strong technical knowledge of Australian Accounting Standards, compliance, taxation, and regulatory frameworks.</li> <li>Demonstrated experience in Foreign Exchange Management including; managing foreign currency transactions, tax and trade, international reporting, and cross-border compliance.</li> <li>Proven track record in financial audit management and maintaining robust internal controls.</li> <li>Advanced financial systems skills, including hands-on expertise with SAP 'Business One', and oversight of payroll/HRIS systems such as Employment Hero.</li> <li>Excellent analytical, problem-solving, and business partnering skills, with the ability to provide clear insights to support strategic decision-making.</li> <li>Strong interpersonal and communication skills, with the ability to work effectively with senior executives (CFO, CEO, Board) and external advisors.</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>Experience in leading finance teams and mentoring staff.</li> <li>Prior involvement in ERP system implementation, optimisation, or integration projects.</li> </ul>

	<ul style="list-style-type: none"> <li>• Exposure to corporate governance reporting and board-level financial presentations.</li> <li>• Experience working within an export-driven, internationally connected business environment.</li> <li>• Familiarity with R&amp;D tax incentives, grants, or other government compliance reporting.</li> </ul>
<b>Personal qualities &amp; traits:</b>	<ul style="list-style-type: none"> <li>• <b>Analytical and detail-oriented</b> – able to manage complex financial information with precision and accuracy.</li> <li>• <b>Commercially astute</b> – understands the broader business environment and can align financial practices with strategic objectives.</li> <li>• <b>Adaptable and resilient</b> – comfortable working across global operations, managing change, and responding to evolving priorities.</li> <li>• <b>Collaborative and communicative</b> – able to work effectively with colleagues across departments, as well as external advisors and international stakeholders.</li> <li>• <b>Ethical and trustworthy</b> – maintains the highest levels of integrity, confidentiality, and discretion when handling sensitive financial information.</li> <li>• <b>Proactive and solutions-focused</b> – identifies opportunities for improvement and drives initiatives to enhance systems, compliance, and reporting.</li> <li>• <b>Leadership mindset</b> – supportive and capable of mentoring others, while contributing positively to organisational culture and values.</li> </ul>

## Key Selection Criteria

To help us consider your application, please provide examples of your experience in relation to our Key Selection Criteria (below) in your Cover Letter or Application.

1. **Proven senior-level experience in financial accounting and reporting**, with strong technical expertise in Australian Accounting Standards, compliance, and taxation requirements.
2. **Demonstrated capability in managing complex financial operations in a global context**, including Foreign Exchange Management, cross-border reporting, and international compliance.
3. **Advanced financial systems proficiency**, including hands-on expertise with SAP 'Business One' and experience in Employment Hero or equivalent payroll/HRIS/time capture platforms.
4. **Strong analytical, problem-solving, and business partnering skills**, with the ability to provide strategic financial insights and support executive decision-making.
5. **Highly developed leadership and interpersonal skills**, including the ability to mentor staff, collaborate with senior executives (CFO, CEO, Board), and manage stakeholder relationships with discretion and professionalism.

## How to Apply

1. Prepare your Resume and Cover Letter, addressing the Key Selection Criteria and
2. Submit your application via Seek link

Please note: Applications that do not address the selection criteria may not be considered. No agency referrals accepted. Shortlisted candidates may be contacted for interviews throughout the vacancy period.

I have read and understood the expectations of this role as outlined in this document:	
Employee Name:	
Employee Signature:	
Date Signed:	