Position Title

Finance Controller

Company

MiHaven Group of Companies

Reports to

Directors: James and Sarah Mort

Employment type

Full-time, based in Cairns

About MiHaven

MiHaven Constructions Pty Ltd is part of MiHaven, a certified B-Corp social enterprise established in Cairns in 2011, with operations spanning construction, property development, community and disability housing, short to medium term accommodation, and nationally recognised training. The group delivers commercial and residential projects with a strong focus on social impact, quality, and sustainable business growth.

Role purpose

The Finance Controller is responsible for the overall financial management and control of MiHaven Constructions, including accounting operations, cash flow and working capital management, budgeting and forecasting, job costing, compliance, and financial reporting to the Directors and group leadership. This role provides hands-on leadership of the finance function to ensure accurate and timely information, robust internal controls, and insightful analysis to support informed decision-making and profitable project delivery.

Key responsibilities

1. Financial management and reporting

- Oversee all finance and accounting operations, including general ledger, accounts payable, accounts receivable, payroll, and bank reconciliations.
- Ensure accurate and timely preparation of monthly management accounts, including profit and loss, balance sheet, cash flow, and variance analysis against budget.
- Lead month-end and year-end close processes and prepare year-end financial statements in conjunction with external accountants/auditors.
- Provide clear financial reports, dashboards, and commentary to the Directors and management team to support strategic and operational decisions.

2. Budgeting, forecasting and analysis

- Coordinate annual budgeting for the construction business, in collaboration with project, operations, and corporate teams.
- Prepare rolling forecasts for revenue, margins, overheads, cash flow, and working capital, highlighting risks and opportunities.
- Analyze financial and operational performance, including cost drivers, productivity, and profitability by project, client, and segment.
- Recommend improvements to enhance profitability, reduce cost, and strengthen cash generation.

3. Construction and project accounting

- Oversee job cost accounting, including project budgets, committed costs, variations, claims, and cost-to-complete reporting.
- Manage work-in-progress (WIP) reporting, revenue recognition, and margin analysis in line with construction accounting principles.
- Work closely with project managers and estimators to ensure accurate and timely information on project performance, cash flow, and risk.
-

- Support tendering and feasibility assessments with financial modelling and sensitivity analysis where required.
- Revitalize the **WIPIT** software built by MiHaven many years ago.

4. Cash flow, treasury, and working capital

- Monitor and manage daily, weekly, and monthly cash flow, including forecasts and funding.
- Optimise working capital through effective management of debtors, creditors, subcontractor payments, retentions, and inventory (if relevant).
- Oversee banking relationships, facilities utilisation, and covenant/reporting requirements in conjunction with Directors.
- Provide recommendations on capital allocation, asset acquisitions, and funding options to support growth and risk management.

5. Compliance, risk, and controls

- Ensure compliance with Australian accounting standards, tax legislation, and other statutory obligations (BAS, PAYG, superannuation, payroll tax, workers compensation, etc.)
- Liaise with external accountants, auditors, tax advisors, and regulators as required.
- Develop, implement, and maintain robust internal controls, policies, and procedures across the finance function and key business processes.
- Oversee insurance, financial risk management, and support broader corporate governance initiatives as appropriate.

6. Systems, processes, and improvement

- Oversee the integrity of the financial management information systems, ensuring accurate data, efficient workflows, and appropriate user access.
- Drive process improvement and automation initiatives to enhance accuracy, efficiency, and reporting capability.
- Champion the effective use and integration of construction-specific systems (job costing, project management, payroll, etc.) with the finance environment.

7. Leadership and collaboration

- Lead and develop the 3 finance team members, setting clear expectations and providing coaching and support.
- Act as a key business partner to the Directors and leadership team, contributing financially informed insight to strategy, business planning, and performance discussions.
- Build strong working relationships across operations, construction, development, and corporate services to foster a culture of commercial awareness and accountability.
- Model MiHaven's values and social enterprise mission in all financial and commercial decision-making.

Key selection criteria

Qualifications

- Tertiary qualifications in Accounting and Finance**, highly regarded but not mandatory.**
- CA/CPA (or equivalent) **highly regarded, but not mandatory.**

Experience

- Significant experience in senior finance or controller roles, ideally within project-based enterprises.
- Demonstrated track record managing end-to-end finance functions, including financial reporting, budgeting, forecasting, and cash flow management.
- Strong background in job costing, WIP management, and project reporting.
- Experience leading a small finance team and working closely with operational leaders.

Skills and attributes

- Strong technical accounting and analytical skills, with high attention to detail and accuracy.
- Commercial mindset with the ability to interpret numbers, tell the story, and influence decisions.
- Advanced Excel skills and solid experience with accounting systems,
- Advanced Xero.
- Excellent communication skills, both written and verbal, with the ability to explain financial information to non-finance stakeholders.
- Proactive, hands-on, and comfortable operating in a growing, multi-entity, and purpose-driven environment.

James Mort

Director

8th July 2026