

POSITION DESCRIPTION

GROUP FINANCE OFFICER

REPORTING TO: FINANCIAL CONTROLLER

ISSUE DATE: AUGUST 2021

PRIMARY POSITION OBJECTIVE:

Manage the company's Accounts Payable function & assist with the development of systems including Asset Management, whilst providing efficient and effective financial administrative support.

MAJOR ACCOUNTABILITIES:

ACCOUNTS PAYABLE/CREDITOR MANAGEMENT

- Manage/Oversee the distribution, approval and entry of creditor invoices and credit notes into Attaché accounting software
- Manage the purchase order app functionality and effectiveness
- Manage the outstanding purchase order listing and prepare for month end
- Monthly creditor statement reconciliations
- Preparation of creditor payment records as per finance calendar
- Work with Financial Controller and other members of the Finance team to refine systems and move towards automated processing
- Assist with new credit applications
- Accounting software Creditor Masterfile maintenance
- Responsible for the addition of new creditors to accounting software, inclusive of ABN check, company details and bank accounts
- Responsible for filing and document management of Creditor documents including archiving
- Maintain effective and professional relationships with all Creditors
- Manage all Supplier/Creditor queries in a timely manner

ASSET MANAGEMENT

- Develop Asset Management System. This includes incorporating asset registers into Attache. Will work closely with the Financial Controller and other Finance team members to develop and implement
- As part of the Asset Management System develop management reports incorporating maintenance data and utilisation

AD HOC PROJECTS

- Testing of internal apps under construction, liaising with development consultant to resolve issues, assist with the implementation and subsequent maintenance
- Other projects as they present

SUBCONTRACTOR MANAGEMENT

- Manage subcontractor insurance documentation, ensuring all subcontractors have appropriate and current documentation

GENERAL OFFICE

- Provide day to day administrative support to the Financial Controller, CFO and senior Gradco management
- Provide guidance and support to administration team
- Assist with filing
- Solid understanding of the Gradco Integrated Management System and how it relates to the business
- Lead by example to assist in the continual improvement of Company culture
- Undertake specific training as required as part of career development at Gradco
- Ensure confidentiality is always maintained

QUALIFICATIONS & EXPERIENCE:

The person in this role will ideally possess the following characteristics:

- Minimum 5 years' relevant financial administration experience in a similar role
- Strong IT knowledge and experience.
- Strong organisational and time management skills with the ability to prioritise and multi-task
- Ability to take ownership, use initiative and operate with minimal supervision
- Excellent communication & presentation skills
- Impeccable attention to detail with the ability and willingness to complete both simple and complex tasks
- Demonstrated working knowledge of Microsoft Office suite, high degree of skill with excel.
- A solid understanding of Attaché accounting system (desirable)
- Current motor vehicle license and reliable transport

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Internal Liaisons:	External Liaisons:
Financial Controller	All Gradco employees	Suppliers Customers Government Departments Subcontractors

KEY PERFORMANCE INDICATORS:

The occupant of this position will be expected to achieve the following performance indicators in accordance with their contract of employment:

- Demonstrated attention to detail and accuracy within required timeframes
- Decreased time from receipt of purchase invoice to processing – target ave 7 days
- End of month close by the 9th of the month (a schedule provided for any unprocessed invoices)
- Managing good relationships with suppliers
- Co-operation with the Finance Team to identify and improve administration systems
- Demonstrated team participation with the aim to develop the skills of the administration team
- Current and accurate subcontractor insurance documentation
- Development and management of Asset Management system within Attache

EXTENT OF AUTHORITY:

- Freedom to act within defined/established guidelines and company policies
- Purchases may be made in line with Gradco purchasing policy

EMPLOYEE CONSENT:

I have read understood and accept the responsibilities of this position with Gradco Pty Ltd and agree to the conditions of employment.

Employee Signature		Date:	
HR/Marketing Manager Signature		Date:	