

# POSITION DESCRIPTION

## ASSISTANT ACCOUNTANT

### OUR VALUES



### ABOUT THE ROLE

The Assistant Accountant is an important role within the Finance Team with a focus on customer engagement. This role will work on maintaining and improving accounting/finance processes and performance and work closely with finance staff on daily activities, maintaining effective communication.

### KEY RESPONSIBILITIES

- Accounts Receivable and Credit management functions including:
  - Processing of daily sales invoices and credit notes.
  - Processing of daily cash receipts.
  - Distribution of monthly customer statements.
  - Facilitating the payment of invoices due by contacting customers and following up outstanding debts and preparing recovery action plans as required.
  - Creating new accounts, ensuring terms and conditions are agreed to and maintaining credit insurance reference checks.
  - Lodgement of monthly NCI debtors' insurance returns.
  - Maintaining Customer Database.
  - Reconciling and lodgment of daily & month reports for Westpac Invoice Finance.
  - Reporting on aged debtors and outstanding debtors' days.
  - Monitoring and ensuring credit limits are adhered to.
- Cashflow functions including:
  - Maintaining cashflow model with projected payments and receipts.
  - Tracking actual vs projected cashflows.
  - Forecasting compliance with banking covenants.
- Preparation of monthly SAP GL reconciliations.
- Preparation of daily bank reconciliations.
- Processing of monthly general and standing journals.

# THE FINER DETAILS

## ASSISTANT ACCOUNTANT

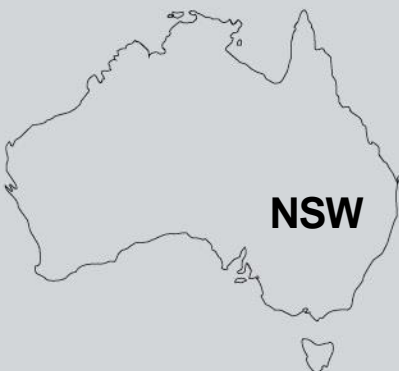
### ROLE TYPE

FULL TIME

### REPORTS TO

FINANCE MANAGER

### ROLE LOCATION



DATE ISSUED:

DATE LAST REVISED: 12 July 2023

- Assisting the Finance Manager and Finance team with monthly sales reports and reporting.
- Providing backup support for Payroll department when required.
- Reviewing and processing of company credit card transactions.
- Assisting with any ad hoc tasks requested by the Financial Controller, Finance Manager or the Financial Accountant.

### ABOUT THE PERSON

This role requires a high level of communication both with internal employees and external parties and therefore, it's important the incumbent is friendly, engaging and thorough in their communication style.

This role suits a person who can work unsupervised and is result based focus. Ideally this person will have a natural ability to plan their daily / monthly workflow to meet reporting deadlines.

### KNOWLEDGE AND SKILLS

- Excellent communication skills – both written and verbal
- Sound computer literacy skills
- Problem solving skills
- Customer service skills
- Accurate data entry skills
- Ability to plan and co-ordinate to meet deadlines
- Strong reconciliation skills
- Formal accounting qualifications and training

### EXTRAS

- Additional tasks will be allocated based on the incumbent knowledge and skills in addition to their daily responsibilities.
- This role will require interaction and assistance with external auditors during our bi-annual audits and periodic reviews of our Westpac Invoice Finance facility.

