

POSITION DESCRIPTION:

Job Title: Finance/Administration Manager **Name:** Generic
Wages: Permanent \$57k - \$70k inc. Super **Conditions:** 30 - 38 hours per week
Location: Tamworth **Manager:** Operations Manager

Job Summary: The Finance/Administration Manager is responsible for management of bookkeeping for the business including invoicing, accounts payable and receivable and payroll. Also responsible for financial reporting and administration of the business as outlined below.

Minimum Requirements: Excellent communication skills, flexible attitude, experience in administration, good experience with operating MYOB Accounting with payroll program and Microsoft Office.

Description of Duties (may include any or all of the following tasks):

<p>1. Finance and Bookkeeping</p>	<p>1.1 Generate tax invoices using MYOB AccountRight. 1.2 Pay and reconcile supplier payments using MYOB AccountRight. 1.3 Manage customer statements including overdue accounts payment reminders i.e., emails and/or letters. 1.4 Ensure preparation and lodgment of PAYG/BAS is done on by deadline with ATO. 1.5 Lodge Annual ASIC payment by deadline. 1.6 Manage EOY reconciliation and rollover year. 1.7 Prepare end of month financial report for Directors. 1.8 Ensure EOY employee payment summaries are entered in MYOB and electronically sent to ATO. 1.9 Prepare accounting reports for EOFY. 1.10 Generate C.O.D. invoices promptly and ensure payment is remitted before results to client sent. 1.11 Maintenance of chart of accounts and account codes in MYOB. 1.12 Processing of weekly payroll including calculating employee hours from time books. 1.13 Process quarterly superannuation payments. 1.14 Preparation, reconciliation and lodgment of monthly payroll tax. 1.15 Approve spending by employees and ensure spending is approved by the Operations Manager. 1.16 Drafting and finalizing new employee Letter of Offer and compiling New Employee Packages to meet FWA requirements. 1.17 Management of services including computers, IT issues, waste management and repair and maintenance of building and assets as required. 1.18 Organising traineeship paperwork for employees and maintaining contact between the training provider, trainers and employee.</p>
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<p>2. Administration Management</p>	<p>2.1 Completing workers compensation annual forms</p> <p>2.2 Ensuring sub-contractors statements are completed and sent with relevant compliance certificates.</p> <p>2.3 Personal Assistant to Operations Manager if needed</p> <p>2.4 Assist with new contracts and tender documentation requirement by management</p> <p>2.5 Update Customer Management System for Tenders.</p> <p>2.6 Providing clerical and administrative support to management as requested.</p> <p>2.7 Manage, review and update annual public and professional insurance.</p> <p>2.8 Coordinating and planning company events.</p> <p>2.9 Maintain and develop office procedures</p> <p>2.10 Managing stationery and office supplies and employee amenities, which may include driving to pick up supplies.</p> <p>2.11 Travel management for employees (booking of flights, accommodation etc.)</p> <p>2.12 Managing training courses for employees such as First Aid Certificates.</p> <p>2.13 Overseeing maintenance of office equipment and calling in service technicians.</p> <p>2.14 Manage personnel files are up to date and ensure they are secure.</p> <p>2.15 Manage office filing systems of all financial records, insurance and tax invoices are maintained and up to date including archive and disposal.</p> <p>2.16 Answering telephones, greeting clients and providing a high level of customer service</p> <p>2.17 Ordering uniforms for staff when needed and managing work boots and allocating keys to certain staff.</p> <p>2.18 Management of fleet which includes car registration and insurance.</p> <p>2.19 Organising fire and safety checks yearly.</p> <p>2.20 Keeping office orderly and tidy.</p>
<p>3. Public Interface</p>	<p>3.1 Listen to customer needs</p> <p>3.2 Answer client queries regarding testing services offered.</p> <p>3.3 Be approachable and respectful towards all customers.</p> <p>3.4 Direct/Qualify telephone calls as required.</p> <p>3.5 With integrity, keep appropriate records.</p> <p>3.6 Correspond in a professional manner.</p> <p>3.7 Maintain confidentiality of customer information, results and reports.</p>
<p>4. Work, Health, Safety & Environment (WHSE)</p>	<p>4.1 Understand and follow the WHSE working procedures and policies.</p> <p>4.2 Report all WHSE incidents and hazards.</p> <p>4.3 Participate in work, health, safety and environmental matters.</p> <p>4.4 Comply with East West's sustainability and waste disposal procedures.</p> <p>4.5 Act as the company's WHS Representative and verify that WHS Actions are completed as per the schedule.</p>

<p>5. Internal Communications (Teamwork)</p>	<p>5.1 Being a part of the team. 5.2 Be aware of and understand East West's Vision, Purpose and Values. 5.3 Be accountable to yourself and others. 5.4 Participate in team discussions. 5.5 Work independently and conscientiously. 5.6 Report challenges and issues. 5.7 Maintain confidentiality of employee and supplier information.</p>
<p>6. Training & Education</p>	<p>6.1 Participate in training and competency. 6.2 Undertaking annual training for taxation and payroll.</p>
<p>7. Quality</p>	<p>7.1 Complete related documentation and paperwork correctly and completely. 7.2 Implement any corrective actions identified by peers or management in response to non-conformances or opportunities for improvement.</p>