

Position Description



Title:	Accounts Officer	Reports to:	Financial Accountant
Team:	Finance	Type:	Full Time
Location:	Head Office – Surry Hills	Position Description completed:	March 2022

Primary Purpose of the Role

The role's primary purpose is to assist the Financial Accountant with the transactional accounting functions of the business including but not limited to accounts payable, accounts receivable and general ledger reconciliations.

Key Accountabilities

- Accounts Payable - code/upload all invoices for payment, prepare AP files for approval
- Assist with taxation lodgments – BAS, FBT, Payroll Tax
- Accounts Receivable / Receipting
- Balance Sheet reconciliations
- Credit card statement reconciliations and payment processing in expense management system
- Daily bank reconciliations
- Trust Accounts reconciliations
- Assist with refunds processing
- Assist with filing of all financial documents (staff contracts, supplier contracts etc)
- Assist with detailed weekly cash flow forecasting
- Inventory Reconciliations
- Assist with capex tracking and depreciation Schedules
- Assist with MYOBA administration, GL maintenance, month-end journals and accruals, MYOBA reporting
- Make recommendations for process improvements

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Key Challenges

- An ability to work in a high-volume transactional environment with some systems and processes still in development.
- As the role requires working in a small team a willingness to be cross trained and have exposure to various tasks is required.
- Ability to demonstrate absolute discretion when dealing with confidential information.
- Ability to meet deadlines and resolve complex issues.
- Attention to detail and an ability to work independently to prioritise tasks as required.

Capabilities for the Role

Capability	
Organisational	Ability to multi-task, work under pressure, meet deadlines and be able to thrive in a fast-paced, high performance work environment.
Attention to detail	An excellent attention to detail with a focus on thoroughness.
Communication	Use a range of communication techniques to effectively handle complex, sensitive matters. Has effective listening skills and seeks, provides and/or shares information in an appropriate and respectful manner. Strong communication skills, both oral and written.
Collaboration and Teamwork	Applies initiative and is self-reliant. Supports team members, sharing knowledge and information. Participates as an effective team member. Adaptable and flexible. Willing to take on tasks outside the key responsibilities. Ability to work in both a team environment and independently.
Professionalism	A high standard of professionalism and a focus on confidentiality. Strong work ethic and reliability.
Innovation	Proactive in identifying and implementing improvements to work processes and practices.

Experience and Qualifications

Essential

- A strong understanding of computer-based accounting applications. Experience with MYOBA would be an advantage.
- A MS office package user, intermediate with Excel.
- Sound knowledge of accounting concepts.
- Exposure to Accounts Payable, Accounts Receivable and reconciliation functions within a small Finance Team.
- From one (1) to five (5) years of relevant experience in a medium size commercial business.

Desirable

- Corporate finance & Reporting experience.
- Previous experience in adventure and/or ship-based travel sector.

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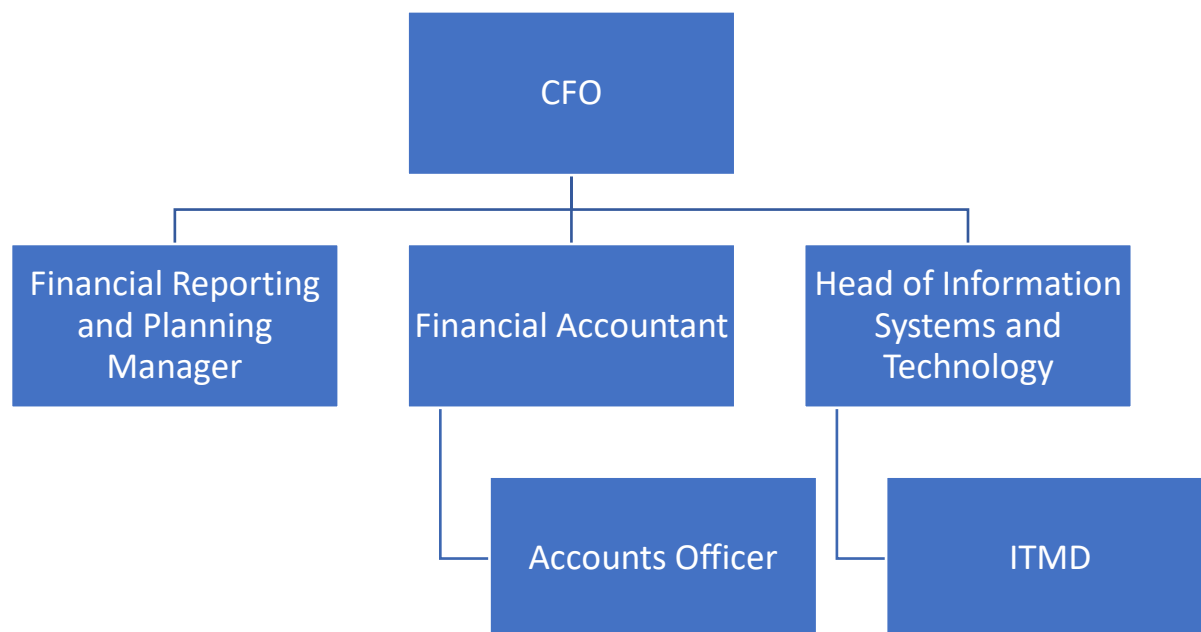


- Experience managing employee expense processes via Concur.
- Tertiary qualifications in Accounting or Finance from an accredited University/College.
- Experience working with CRM's – preferably Salesforce.

Key Relationships

Who	Why
Internal	
CFO	Direct report
Finance Team	Working collaboratively within team
Leadership Team	Working closely to advise on coding, budgets, forecasting.
Staff	Payroll and accounts processes
Expedition Team	Contractor fee payments
Head of People of Culture, E Team	Employment related finance matters
External	
Suppliers	
Auditors	

Direct Reporting Structure



Authored By:	Mick Mag	Date:	March 2022
Approved By:	Carolyn Wiseman	Date:	April 2022
Last Updated By:		Date/Time:	