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Finance & Accounting Administrator

Position Description



**WESTERNPORT**  
WATER.

Hours  
that  
work  
for  
you.



TITLE

# Finance & Accounting Administrator

BAND

4 (\$54,133 to \$69,830)

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LOCATION

Newhaven Head Office, Phillip Island

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DEPARTMENT

Finance

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DIVISION

Corporate and People

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REPORTS TO

Manager Finance - CFO

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DIRECT REPORTS

Nil

POSITION OBJECTIVE

The Finance & Accounting Administrator assists the Finance Team to meet regulatory and Corporation objectives through timely and accurate finance, accounting and administrative support and assistance.

## KEY RESPONSIBILITY AREAS

- Provide support to the Finance Team under the direction and guidance of the Finance Manager – CFO through assistance with reporting, budgeting, forecasting and variance analysis.
- Process supplier invoices and contract payment certificates in accordance with credit terms, to ensure all trade discounts are applied and payments are made by due date.
- Verification of financial delegations, general ledger/cost centre/activity and projects costing, GST treatment and FBT implications.
- Ensure all payments are correctly recorded and stored in accordance with applicable privacy and records management legislation.
- Monitor and manage supplier statements to ensure all invoices are accounted for and resolve creditors queries.
- Produce weekly payments (cheques and EFT) as well as individual prompt payment requests.
- Provide financial and general administration support to the Finance Manager - CFO.
- Provide general advice and support in relation to Westernport Water supplier payment system and cost allocations.
- Assist the Finance team with statutory and other reporting requirements, including BAS, PAYG, FBT, WorkCover, Payroll Tax and Superannuation.
- Processing of the daily bank reconciliations in accordance with relevant policies and approval processes.
- Coordination and processing of the annual stocktake.
- Reconciliation of general ledger accounts and routine monthly journals on a timely basis.
- To continually find ways and means of improving the efficiency of the work being undertaken by initiating and/or recommending process improvements and to take part in cross functional business projects.
- To carry out financial accounting functions in accordance with the Corporation's policies and procedures.

An underwater photograph showing several people swimming in clear, turquoise water. The scene is captured from an overhead perspective, with the swimmers' legs and arms visible as they move through the water. The lighting is bright, creating a serene and refreshing atmosphere.

Enjoy  
a new  
kind  
of peak  
hour.

## REQUIREMENTS OF THE POSITION

### Accountability and the extent of authority

Positions in this band may manage resources and/or provide advice to or regulate clients and/or provide input into the development of policy.

In positions where the prime responsibility is for resource management, the freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.

In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken in this band on individual clients may be significant but it is usually subject to appeal or review by more senior employees.

Few positions in this band are primarily involved in policy development. Where they are, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.

Many positions in this band would have a formal input into policy development within their area of expertise and/or management.

### Judgement and decision making

The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations. Guidance and advice are usually available.

### Specialist knowledge and skills

Typically, these positions require proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices.

All positions require an understanding of the long term goals of the functional unit in which the position is placed and of the relevant policies of both the unit and the wider organisation.

Some positions in this band, particularly those where the primary function is to manage resources, require a familiarity with relevant budgeting techniques.

## REQUIREMENTS OF THE POSITION

### Management and Interpersonal Skills

These positions require skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

Where management of employees is part of the job, the position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.

These positions require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.

All employees in this band must also be able to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions at Westernport Water to resolve intra-organisational problems.

### Qualifications and Experience

Qualifications or specialist training in accounting/bookkeeping.

Demonstrated experience and skills in financial functions of accounts payable.

Demonstrated experience and skills in providing assistance with financial budgeting; reporting, monitoring, variance analysis and general financial/accounting assistance.

Proficient data entry skills with high degree of attention to detail.

Demonstrated experience in using computerised accounting software packages.

Demonstrated high level experience in the use of Microsoft packages such as Word and Excel.

Minimum three years experience in financial administration role, or similar experience.

### Key Selection Criteria

Demonstrated experience in high level quality administration tasks, specifically the maintenance of policy and procedure documents.

Demonstrated capability and experience in the use of technology in particular Microsoft applications for word processing and spreadsheets.

Demonstrated accuracy in the collection and inputting of data, processing and receipting of invoices.

Demonstrated ability or experience in process mapping and improvement activities.

Sound communication and interpersonal skills with the demonstrated ability in working as part of a team.

Demonstrated capability in exercising sound judgement, initiative and maintenance of confidentiality in the performance of work.



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