



Delivering your Project with Care...

FINANCE ADMINISTRATION

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Advance Metal Industries Australia is a family owned Coffs Harbour company established 1984 and currently we employ 65 on our Team.

AMIA is changing... culture, people and nutritious attitudes lead the way in our growth.

Skills can be taught, though attitude is a choice. Attitudes reflect in the quality of the work we deliver and determines the experience our Team and Clients enjoy.

We care about our Team and encourage you to apply if you are a like-minded person.

Required for an IMMEDIATE start

We are looking for an enthusiastic, self-motivated, positive Finance Administration officer who has a strong attention to detail and great communication skills to join our team.

Working closely with the Managing Director, your Primary Responsibilities will include:

- Preparation of financial statements to the directors – assisting with the management of a high-profile client base
- Taxation compliance and business advisory
- Mentoring and guiding staff – 3 direct reports
- Lead daily finance tasks and manage month-end activities to ensure timely issue of cost reports, incorporating key financial and non-financial KPIs
- Guide the management team to deliver budgets and forecasts
- Implement and promote compliance with processes and procedures surrounding creation of the annual budget and quarterly forecasts
- Ensure the timely and accurate preparation of profit and loss accounts, budget, cash flows, variance analysis and commentaries
- Ensure appropriate monitoring of all GL transactions
- Evaluation and processing of capital expenditure and fixed assets
- Contribute to the development and enhancement of M1 software and management reporting systems
- Provide advice and analysis on the financial consequences of business decisions to evaluate options for business operations and/or capital investment/funding decisions

Other:

- You will also work closely with the HR and WHS departments

POWDER COATING



BALUSTRADING



WINDOWS & GLASS



Qualifications, Skills and Experience sought:

- Minimum 5years of management accounting experience
- Relevant Tertiary qualification and a minimum CPA accreditation
- M1 software experience preferred, or other software platform
- Exceptional financial and analytical skills – advanced knowledge of MS Excel, Payroll, HR, Workers Compensation, OSR a distinct advantage
- Excellent skills in:
 - Time management, organisation and prioritisation
 - Negotiation and communication – written and verbal
 - Leadership
 - Delegation, follow through and follow up
 - Problem identification and solution providing
 - Dealing with difficult people and situations

Applications:

If you are interested in this role and feel you meet the criteria, please send your application and "hand written Covering Letter to:

Wendy Woods: Leader Business Excellence

E: business@amia.com.au

P: 02 6652 6955

