

Position Description: Accountant and Financial Controller**Position Title: Administration Manager****Reports to: Managing Director - Advance Metal Industries Australia****Direct Reports: 4 – WHS - Reception – Purchasing - Admin and Clerical Assistant****Liaison: All Sections:** Business Development, Logistics, Manufacturing and Sales team.**Authorisation:**Prepared By: __R hall Date: 10__/_01_/2018 Reviewed By: _____
Date: ____/____/____Issued: ____/____/____ Acknowledged and Signed By: _____ Date
: ____/____/____**Overall objective of the position:**

The overall objective of the Admin Manager (AM) of Advance Metal Industries Australia is to ensure that all general Administration functions of the company operate in a way that enhances efficiency and productivity, team satisfaction, customer experience, adhere to all aspects of corporate law and compliance with ATO rules and company operations.

Liaise with the MD is essential in this position and attending to all finance, payroll, Oversee the office and Clerical staff, Human Resources & General Industrial Relations, Workers Compensation communications, OSR, and all general governance - regulatory compliance of transactions, documents are essential outcomes for the position.

Key Accountability:

- Preparation of financial statements to the Directors and annually to the accountant.
- Assisting with the management of a high-profile client base
- Taxation compliance and business advisory
- Mentoring and guiding staff - 4 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 - 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

Overall Responsibility:

- To promote best practices with respect to administration, finance and HR. To ensure that all HR, OSR and Payroll are managed and maintained efficiently and effectively. The awards are read and understood to comply with law is accurate.
- To ensure that finance and HR activities are planned efficiently, to meet line managers, sales and operational needs as required.
- Develop, maintain and ensure compliance in process and procedures for finance (including Insurance, creditor and debtor verification and payments)
- To plan and implement procedures and process to meet the compliance requirements of Statutory compliance and Taxation returns as appropriate.
- Debtor and Creditor liaison and negotiations on arrangements for receipts / payments to ensure both adequate and cash flow is maintained for company operations.
- In conjunction with the Logistics Team - Production – WHS officer assist with the administrative requirements for compliance to workplace occupational health and safety records.
- To ensure the morale, the AM characteristics and discipline of employees under your supervision are of a high standard.

- Protection and maintenance of the company's assets including all equipment used in the area of control. Filing and electronic archiving is accurate and transparent.
- All payments are made on due dates where practical or where they are not brought to the MD attention for priority.
- Maintain the Company Assets register and depreciation records.
- Ensure the integrity of M1 general ledger transactions and reports
- Electronic archiving procedures are up to date and auditable while compliant with ATO requirements
- Balancing multiple interrelated entities and submitting the PAYG, BAS equally.

Authority Level:

The authority level vested is in line with the responsibility for the position. As a guide the following will apply for the position:

- Direct authority to carry out capital expenditure in accordance with prior approval and in accordance with company policy.
- Authority to approve maintenance budget expenditure and programmed and agreed with prior approval the MD and The Board of Management.
- Authority to negotiate purchase order values and CapEx requirements in accordance with the current company purchasing and finance policy.
- Direct authority to negotiate contractor and services contracts up to the max account value in accordance with the current company purchasing and finance policy as directed.
- Place up to bank all necessary payments ready for authorization to the MD.

Duties and Extended Responsibilities:

- To assist and prepare financial statements, assist in bank reconciliation, cash control and authorisation processes with creditors.
- To assist and coordinate the preparation of budgets and operational cash flows as required for the MD.
- To coordinate, monitor and regulate the operational cash flows.
- To maintain the information and systems control in the company's accounting system i.e. M1.
- To liaise with service providers (accountants and business consultants) and to assist in planning, compliance and financial control and compliance with statutory requirements.

- To plan and effectively implement strategies and policies for administration efficiency, development and growth.
- To actively work with the MD and the other Managers of the company to meet the common objectives of the business.
- To assist in the preparation, maintenance and monitoring of budgets within your area of responsibility and financial control in line with the current business plan and in keeping with the objectives of the company.
- To provide effective cross leadership with respect to WH&S, Environment and HR issues pertaining to the company. Effective conflict resolution and solutions.
- To ensure where possible under your area of responsibility that the company complies with all Workplace Occupational Health and Safety legal requirements and best practice.
- To maintain all documentation with respect to quality systems necessary to maintain industry accreditation as required.
- To ensure through supervision and training that best practices of the company's Occupational Safety & Health program are known and used by all employees.
- Preparation of all appropriate reports for admin and finance matters including but not limited to the above. Report once a month (5th of each month) to the MD our financial situation and notify of any potential issues.
- To co-ordinate and keep up to date appropriate registers for company operations e.g. MV, leasing, service histories, superannuation, worker's compensation, subsidies, Insurances, banking arrangements, Journals, RCTI's, Creditors, Debtors and alike.
- To ensure that all operational areas, personnel files and information under your direct control are secure and remain confidential as required.
- Assist in the recruitment and termination of employees with the training officer or line managers.

Budget responsibility:

Responsible to the MD for all relevant financial matters of the administration and financial section for the company.

Training & Skills:

The level of proficiency to be reviewed as required for ongoing assessment as required

- MS Word, Outlook, MS Excel
- General Financial Book-keeping or minimum CPA accredited,
- Managing Administration team and all HR
- M1 software.

Supervisory accreditation, licenses and management training:

The Admin Officer is required to maintain the required mandatory supervisory and the applicable licenses for the position as required.

To include:

	Comment	Mandatory – M Recommended - R
Motor Vehicle License	Open License	M
Other		

Results Areas (KRA's):

- Debtors, creditors and finance control actions i.e. payments and collections on time and to any agreed set forecast.
- Maintain current history on Customers via Equifax membership. (PPSR)
- Review and refine functions to increase efficiency in all areas of administration.
- To comply with and achieve agreed set budgets with respect to directly controlled administration expenses.
- HR and payroll actions efficiently and accurately administered.
- Control the administration of all Training actions, plans implemented and delivered.
- ATO governance

Key Performance Indicators (KPI's): To be agreed and set for each review period.

KPI's to be quantifiable, measurable, achievable and realistic. Performance achievement levels will be rated in accordance with all qualitative aspects in attaining the KRA's and KPI's.

Item	Description	Measure	Unit
1.	Cash flow planning and control to increase efficiency Debtor and creditor days outstanding. (in association with directives from the MD.	Per 7/ 30/60+ days outstanding	%
2.	Recovery of Bad or non-performing - Debts Recoveries (Review Project Claims outstanding – Retentions due on time) Accuracy of Equifax & its maintenance. PPSR	Amount	\$
3.	Accurate and timely actions with respect to financial accounts, payroll and HR documentation	Review	N/A
4.	Timely and accurate reporting including annual reports to the accountant.	monthly	12
5.	Cash Flow reporting	Monthly	12

Further Over View of this position - AMIA**Maintaining and Overseeing these Responsibilities include****1 HR**

- Recruitment/Onboarding new staff
- Counseling and Disciplining Employees
- Australian Business Award / NSW Business Chamber
- Payroll - Superannuation
- Workers Compensation
- OSR Compliance in align with industrial relations
- Open door policy to assist with the needs/requirements of all staff

2. Maintenance of Staff

- Records and templates
- Position descriptions
- Letters of Offer
- Induction Package maintenance

3. Policy and Procedures Manual

- Kept current in alignment with statutory compliance regulations
- Existing manuals are reviewed and updated where necessary

4. Archiving and Filing

- Co-ordinate and manage
- Systemize past, current and future items

5. Creditors

- Building relationships
- Goods received
- Entering of invoices as a back-up when required
- Post invoices
- Credits and credit notes
- Filing

6. Debtors

- Client communications to bring accounts into order
- Ensure all are paid on time
- Opening new customer accounts

6. Manage Cash flow and Forecasting**7. Maintain Integrity of General Ledger**

- Audit all reporting
- Accuracy of the GST accounts
- Payroll
- Interrelated companies
- Assets

- End of year / End of month reconciliations
- 8. Assets Register**
- Depreciation
 - Data entry
 - Rolling end of month / year
- 9. Overall Maintenance of Customers**
- Customer set up and documentation
- 10. Overall Delivery and Maintenance of Suppliers**
- Supplier set up are maintained in M1 and pricing in conjunction with Purchasing Officer, logistics and Administration support.
- 11. End of Month Reporting to Directors**
- Profit and Loss
 - Cash flow
 - Opening and closing stock journals
- 12. Ongoing improvements to M1 Software Systems**
- 13. Purchasing**
- Learn – relief position when Purchasing Officer absent
 - Stock take
 - Purchasing orders
- 14. Administration**
- Responsible overall for Petty cash and till – regular balancing
 - Office kitchen supplies replenishment
 - Staff Uniforms – Office and factory
 - Monitoring the cleanliness of showroom at an acceptable standard
- 15. Other**
- Period end monthly PAYG monthly
 - BAS – PAYG – OSR monthly or quarterly
 - All documents MUST be in Verdana style.
 - Child Support monthly
 - Maintain Leases – Interest on loans – standing JNL's – prepaid GL accounts
 - Consistency (follow standardised procedures). NB: O.K. to change, maintain and must be published
 - Discuss improvements with other staff before making changes. i.e. Must consider the global consequences of changes. May solve one problem and create two new ones.
 - Communication (needs to be clear, up-to-date and respectful to others)
 - Continuous Professional Development – in house Training - participation and integration of learnings into workplace.