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POSITION PROFILE

POSITION TITLE: Finance Officer	REPORTS TO: Head of Finance Aviation / Senior Finance Coordinator	
GROUP: Mission Critical Services Australasia / Offshore Services Australasia	LOCATION: Adelaide	STATE: SA
PURPOSE OF THE JOB: To be responsible for Accounts Payable and Receivable functions, ensuring the timely processing of invoices from suppliers, timely invoicing to customers, effective credit control activities and finance admin support to accounting team.		
MAIN ACCOUNTABILITIES	MEASUREMENT METHOD	
<ul style="list-style-type: none"> ▪ Code and enter invoices into the general ledger ▪ Match purchase orders and process invoices ▪ Initiate monthly and weekly payment runs as required. Ensure payments are reviewed and signed off by management ▪ Maintain creditor details on financial data-base ▪ Reconcile company payments as part of month end activities ▪ Weekly review of creditors ageing ▪ Provide Good Received Not Invoiced (GRNI) accruals at month-end ▪ Provide assistance and casual relief to Reception as required. ▪ Comply with Quality, & Safety Systems Management (QSSM) Policy and Procedures 	<ul style="list-style-type: none"> ▪ Accuracy and timeliness of data entered ▪ Demonstrated proficiency in core competencies ▪ Tasks completed accurately and in a timely manner ▪ Demonstrated proficiency in core competencies ▪ Month end reports accurate, submitted on time and to required standard ▪ Demonstrated proficiency in core competencies ▪ Accuracy and timeliness of data entered ▪ Demonstrated proficiency in core competencies ▪ Payments reconciled accurately and on time ▪ Demonstrated proficiency in core competencies ▪ Investigate any non-standard outstanding creditors ▪ Demonstrated proficiency in core competencies ▪ Effectiveness of assistance provided ▪ Accounts receivable skills maintained ▪ Demonstrated proficiency in core competencies ▪ Effectiveness of assistance provided ▪ Accounts payable skills maintained ▪ Demonstrated proficiency in core competencies ▪ Active participation in QSSM activities or tasks as required. ▪ Demonstrated proficiency in core competencies 	

<ul style="list-style-type: none"> ▪ Initiate recommendations for improvement of Processes and Standard Procedures. ▪ Other duties as directed 	<ul style="list-style-type: none"> ▪ Areas for improvement identified and implemented. ▪ Demonstrated proficiency in core competencies ▪ Tasks performed on time and to the required standard ▪ Demonstrated proficiency in core competencies
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Competencies: Core Element Allocation (i.e. minimum required for this role)	
<p><u>Leadership</u></p> <ul style="list-style-type: none"> ▪ Integrity/Honesty ▪ Cultivates Teamwork; Coaches & Develops; Leads by Example <p><u>Customer Focus</u></p> <ul style="list-style-type: none"> ▪ Innovation and Improvement <p><u>Results Orientation</u></p> <ul style="list-style-type: none"> ▪ Achievement & Outcome Focus 	<p><u>Communication</u></p> <ul style="list-style-type: none"> ▪ Active Listening ▪ Interpersonal Skills <p><u>Teamwork</u></p> <ul style="list-style-type: none"> ▪ Team Player ▪ Self Management ▪ Individual Contributor <p><u>Technical Skills</u></p> <ul style="list-style-type: none"> ▪ Applies and Maintains Relevant Skills

<p>OTHER SKILLS/KNOWLEDGE REQUIRED:</p> <ul style="list-style-type: none"> ▪ Strong Excel skills ▪ Account payable / accounts receivable experience ▪ Sound financial software package (e.g. Sage X3, SAP, JDE or similar) experience ▪ Experience in the management of multiple currencies / FX transactions
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<p>MANAGEMENT RESPONSIBILITY:</p> <p>(a) Self – responsible for own actions and conduct.</p> <p>(b) Employees</p>
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<p>Number of Direct Reports: 0</p> <p>Number of Indirect Reports: 0</p>

<p>ADDITIONAL CONDITIONS:</p> <ul style="list-style-type: none"> ▪ Willing and able to work reasonable additional hours (if required) in order to assist with key financial timelines (i.e. month end)
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<p>QUALIFICATIONS REQUIRED/DESIRABLE:</p> <p>Educational/Professional: High School Senior Certificate (Year 12) or equivalent (Essential) Studying towards a recognised Accountancy qualification (Desirable)</p> <p>Licences: Current Australian class Car (or above) drivers licence</p>

This profile accurately describes the role and has been explained by:

Manager/Supervisor (Name)

Position

Signature

Date

Accepted By:

Name (Employee)

Signature

Date

Other: