

Position Description

POSITION	Finance Officer
REMUNERATION	\$80,000 + Super + Bonus Scheme
LOCATION	Townsville
HOURS	Full time – 38 Hours
SUPERVISOR	Regional Branch Manager

Purpose

The Finance Officer is responsible for the effective, efficient and optimal delivery of Alliance Safety Equipment’s financial and administrative responsibilities.

Key Outcomes

- Establish and maintain financial management systems
- Ensure effective, efficient and optimal delivery of Alliance Safety Equipment’s financial and administrative services
- Drive business operations against key performance indicators
- Responsible management and accountability
- Ensure effective utilisation of resources

Key Relationships

WITHIN THE COMPANY	EXTERNAL TO THE COMPANY
Director	Suppliers & Manufacturers
General Manager	Customers
Regional Branch Manager	Company Partners
Administration Team	
All staff	

Key Accountabilities

Business Operations Performance	<ul style="list-style-type: none"> • Deliver effective and responsible management and accountability processes. • Drive performance against the company key performance indicators. Continuously monitor allocation of resources and the achievement of targets and quality standards. • Manage and monitor the company’s risk in particular regard to insurance, investments and liabilities • Identify opportunities to strengthen the company’s financial and business functions • Continually strive for cost efficiencies in the company • Contribute and assist to lead the development and implementation of a risk management framework including identification, assessment and management
Effective Financial Management	<ul style="list-style-type: none"> • Bookkeeping including reconciliation of accounts • Manage supplier payments and accounts payable & receivable • Complete processing of payroll • Monitor and maintain cash flow and bank balances • Complete banking and related functions • Complete month end processes • Process end of year audit and meet accountant requirements with schedules and disclosures • Maintain asset registers • Maintain the chart of accounts • Reporting of financial data • Ensure all ATO, ASIC, statutory and compliance requirements are met • Ensure key risks are assessed and managed within a framework of effective and prudent controls • Contribute to the development of, monitor and maintain budgets in consultation with the management team • Ensure the Director is informed on any significant issues that lead to risk in areas of financial responsibilities • Commit to working to and encouraging within the company, the highest standards of integrity and governance and contribute to ensuring that the company’s internal governance arrangements conform to best practice and statutory requirements • Help develop, maintain, and improve finance policies, procedures, and manuals related to accounts receivable to ensure they are efficient and comply with legislation and company requirements.
Stakeholder Management	<ul style="list-style-type: none"> • Build, initiate and manage positive relationships and collaborative partnerships with key stakeholders acting as principal contact for accounts and financial management.
Contribute to an effective team	<ul style="list-style-type: none"> • Support the sales and admin team, where required, to respond to customer enquiries.

	<ul style="list-style-type: none"> • Maintain professional standards of the highest level at all times and contribute to enhancing the quality of service and products provided by the wider Alliance Safety Equipment team • Contribute actively to the continuous improvement of Alliance Safety Equipment's services, systems and resources • Participate in and contribute to company initiatives and events • Support the goals of the company and the management team • Actively engage in performance reviews and development opportunities • Undertake any reporting requirements, as requested, in a timely and professional manner • Adhere to health and safety obligations • Work cohesively with other team members, referring work to colleagues as appropriate
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Delegated Responsibilities & Authorities

Financial and other delegations assigned by the Director will be exercised appropriately and within defined parameters.

Skills, Knowledge, Experience, Qualifications and/or Training

- Minimum 3 years experience in AR, AP role or as a Bookkeeper
- Experience in administration, business and financial management
- Proficiency in operating within a computer based work environment including the use of MYOB
- Highly motivated and achievement orientated professional
- Knowledge of company structure, functions, activities, services and work practices
- Ability to self-manage and work with minimal supervision
- Ability to adapt readily and rapidly to change

Mandatory requirements

- Commitment to the values, objectives and long term goals of Alliance Safety Equipment