



POSITION DESCRIPTION

Position:	Accountant
Department:	Finance
Reports to:	CFO
Direct Reports:	Accounts Payable, Accounts Receivable & Accounts Officers
<p style="text-align: center;">Our Vision:</p> <p><i>"To be an Australian family business sourcing and marketing high quality fresh produce".</i></p> <p>We value:</p> <p>Teamwork: We consider everyone at Flavorite as our extended family and every member of our team is important. We share ideas and solve problems collaboratively.</p> <p>Leadership: We lead ourselves and we lead others to deliver our vision.</p> <p>Passion: We are passionate about Flavorite and we are dedicated to sourcing and marketing high quality, fresh produce, in partnership with our suppliers.</p> <p>Reliability: We can be relied upon to do what we say we will do and what we need to do.</p> <p>Ethics: We have the highest ethical standards and value honesty, responsibility and accountability in all we do.</p>	
Position Purpose:	
The Accountant is responsible for maintaining the accounting system, the systematic classification and assessment of accounting data and the preparation of related managerial and financial reports in a timely manner to support business strategies and objectives.	
Key Result Area:	Specific Tasks:
Accounting	<ul style="list-style-type: none"> • Preparation of transactional accounting and month end reporting to audit quality level by preparing journals and reconciling balance sheet items • Preparation of monthly accounts with accompanying commentary and analysis • Perform General Ledger activities including: <ul style="list-style-type: none"> ○ Ledger Maintenance ○ Account reconciliations ○ Trial balance review and correction • Perform daily Bank Reconciliations including bank statement entry in Cash Book • Ensure the accuracy of monthly costing accruals and test assumptions behind provisions with business partners to drive accurate reporting • Preparation of monthly cash flow forecasts • Provide support during Budgets and Forecast • Manage outgoing payments and to growers and other suppliers • Non-financial reporting for capital expenditure • Compliance to statutory returns including: <ul style="list-style-type: none"> ○ Superannuation monthly ○ BAS monthly ○ PAYG annually ○ SRO monthly ○ DPI quarterly • Completion of ABS surveys etc
Position Number: PD027	Revision Date: 12/4/18
Position Name: Accountant	Reviewed by: C. Naidu



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	<ul style="list-style-type: none"> • Provide leave coverage for accounts team roles • Other accounting tasks as directed
People Management	<ul style="list-style-type: none"> • Manage accounting team including recruitment, orientation & training • Performance management of direct reports to ensure achievement of KPI's • Undertake annual performance appraisals of all direct reports • Facilitate career development of all direct reports
Administration	<ul style="list-style-type: none"> • Develop accounting function standard operating procedures (SOPs) • Filing
Customer Service	<ul style="list-style-type: none"> • Act in a professional manner at all times when dealing with internal and external clients • Provide prompt and courteous service to internal and external clients
Continuous Improvement	<ul style="list-style-type: none"> • Continually adapt the Accounting function to remain legislatively compliant • Continually develop both personally and professionally to meet the changing needs of the role and the industry • Attend all mandatory training sessions provided by the organisation and be actively involved in other training and development as required
Workplace Health & Safety	<ul style="list-style-type: none"> • Maintain clean and efficient work areas • Ensure personnel are fully trained in the safe operating procedures • Manage all Injuries, near misses and potential hazards • Be an advocate for OH & S compliance
Person Specification:	
Mandatory Qualifications / Skills:	<ul style="list-style-type: none"> • Tertiary qualification in Finance, Commerce or similar • 5+ years practical experience • Strong Accounting Software experience • Advanced Excel Skills
Desirable Qualifications / Skills:	<ul style="list-style-type: none"> • SAP Experience
Personal Attributes:	<ul style="list-style-type: none"> • Highly organised • Strong communication skills – both verbal & written • Problem solving skills • Demonstrated initiative • Attention to detail • Able to work under pressure of time deadlines • Customer service focus

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Flavorite management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

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