

Finance Officer

Position Description



Position Title:	Finance Officer		
Reports to:	Finance Manager		
Direct Reports:	N/A		
Financial Delegations:	None		
Division:	Winson Group	Dept:	Finance
Location:	Brisbane	Date:	11/03/2021

Company Overview

The Winson Group is the holding company of the Signet and Insignia group of manufacturing companies providing services and support nationally to the Group in the areas of Safety, Finance, People and Culture, Information Technology, Operations Management and Company Administration.

Mission Statement: Helping Australia Compete

Group Cores Values: Honour; Ownership and Commitment; Change for Strength; Diligence

Position Overview & Organisational Requirements

Position Summary:

The Finance Officer carries out general accounting duties of moderate difficulty and provides accurate and timely financial recording for Winson Group Pty Ltd, Signet Pty Ltd, Insignia Pty Ltd, and other registered entities.

Organisational Requirements:

- All positions within the Winson Group will support the achievement of our Mission.
- When dealing with our colleagues, customers and the community, all employees are required to act in accordance with the company's stated values and behaviours, customs and practices.
- Employees are required to comply with all relevant legislation, laws, regulations, standards, codes and the Group's policies and procedures.
- Employees are required to take reasonable care of their own health and safety and the health and safety of other people, including people working under their supervision or direction, in accordance with the Workplace Health and Safety Legislation, relevant to each state.

Key Responsibilities

- Display behaviours consistent with the stated Winson Values

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Accounts payable

- Oversee Reconciliation of Suppliers/creditors statements
- Ensure accurate and timely payments to domestic and Overseas Suppliers
- Ensure Vendor Master is correctly set up and maintained

Financial Accounting

- Reconcile all intercompany accounts for month end and clear reconciling items by the end of the following month as directed
- Prepare and process month end journals as directed
- Prepare monthly reconciliation of balance sheet accounts as directed
- Assist with Fixed Assets review and depreciation journals
- Assist with ensuring external audit requirements are met, by preparing schedules as required
- Assist with maintaining all leasing and hire purchase schedules
- Assist with Loan Rollovers and Prepayment allocations
- Back up for preparing monthly BAS returns on time
- Back up for preparing monthly Payroll Tax Returns on time

Management Accounting

- Review daily cash flow forecast
- Assist with Fixed Assets allocation for Budget purposes

General

- Assist with training of Accounts staff in various processing activities as may be required, and in accordance with department training schedules
- Archive and maintain the filing system regularly to maintain a clean and tidy work area
- Attend to any ad hoc accounts and administrative tasks as directed

Key Competencies/Experience

Key Competencies

- Understands and applies intermediate level principles and techniques of accounting
- Experience in General ledger reconciliations including intercompany and bank reconciliations.
- Experience in the control and maintenance of a Fixed Asset register
- Ability to prepare BAS for Trading entities
- Sound interpersonal, oral and written communication skills.
- Demonstrates a willingness to work with others in a team environment by working toward team goals; participates in team decision-making, cooperates with others, and offers help when needed
- Skills in the application and utilisation of the Microsoft Office suite particularly excel.

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- Hands-on experience in complex ERP systems
- Proven ability to work effectively under pressure, handle competing priorities, meet deadlines and manage activities through to completion
- Demonstrated ability to develop and maintain professional working relationships across a broad range including management, colleagues, and suppliers.
- Ability to provide ongoing mentoring and coaching for day to day issues to Accounts team members.

Experience

- 3-5 years experience in a similar role.

Key Performance Indicators

- Behaviours are aligned to Winson's stated Values and Behaviours
- Payment runs are accurate and completed in accordance with Department schedules.
- No suppliers are on "Stop Supply" which delays the delivery of an order
- All overdue transactions on supplier statements are cleared within 2 months of the due date
- All available discounts and rebates are taken up
- All standing journals processed in a timely manner for month end
- All assigned Balance sheet accounts to be reconciled and corrections actioned by the due dates.

Qualifications

- Diploma of Accounting

Mandatory Criteria

- N/A

Specific Requirements of the Position

- Ability to work after hours as required to meet deadlines

Key Stakeholders

Internal

- Managers and Team Leaders
- Finance Department
- All Employees across the Winson Group

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External

- ➡ Banks
- ➡ Insurance companies
- ➡ State Authorities
- ➡ ATO
- ➡ Auditors

Authorisation

Please sign to confirm that this Position Description has been discussed by both parties.

Employee Name & Signature	_____	Date	_____
Manager Name & Signature	_____	Date	_____