

Accounts Officer Position Description



Position Title:	Accounts Officer		
Reports to:	Finance Manager		
Direct Reports:	N/A		
Financial Delegations:	N/A		
Division:	Winson Group	Dept:	Finance
Location:	Brisbane Head Office	Creation 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:

To perform a range of accounting, data entry, accounts payable, general ledger and administrative functions in the Finance Department. Performance of the above role will assist Winson Group (incorporating Signet and Insignia) to achieve its mission; Helping Australia Compete by being Australian Industry's first choice supplier of packaging and identification products.

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.

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Key Responsibilities

- Display behaviours consistent with the stated Winson Values
- Employees have the right to refuse to carry out or stop unsafe work, if there is a reasonable concern that the work will expose a serious risk to health and safety from an immediate or imminent hazard. If work is stopped because it is unsafe, management must be advised as soon as possible. Whilst the matter is being resolved alternative work is to be carried out, including doing other tasks trained or able to do.

Financial Accounting

- Prepare daily bank reconciliations for Winson Group companies
- Assist with monthly processing of Interco Creditors and Vendors as required
- Maintain, reconcile and control the processing of the company credit card accounts
- Maintain and reconcile the travel and accommodation, corporate travel account

Accounts Payable

- Attend to prompt payments and expense reimbursements as required
- Maintain and control the processing of local creditors invoices and credits
- Maintain Telephone accounts and process payments
- Processing payments and reconciling of overseas vendors within the Group
- Reconcile suppliers/creditors statements
- Control local and overseas payments in accordance with trading terms
- Complete Credit Applications and arrange for appropriate authorisation
- Deal with suppliers payment queries promptly

General

- Archive and maintain the filing system regularly to maintain a clean and tidy work area
- To provide back-up relief for reception when required
- Attend to any ad hoc accounting and administrative tasks as directed
- Prepare routine correspondence/documentation
- Ensure that standard operating procedures (SOPs) and Work Instructions (WI) for the position are current
- Maintain a good knowledge and understanding of the APSmart system

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Key Competencies/Experience

Key Competencies

- Understands and applies basic principles and techniques of accounting
- Demonstrated high level of attention to detail
- Proven ability to work effectively under pressure, handle competing priorities, meet deadlines and manage activities through to completion
- Demonstrated ability to work both as an individual and as a member of a team
- Representation of both self and company in an ethical manner both internally and externally; maintaining a professional attitude at all times
- Strong administrative skills
- Intermediate level of skill in the application of the Microsoft Office Suite
- Competence in using ERP system

Experience

- Experience of minimum 3 years in a high volume accounts payable role

Key Performance Indicators

- Behaviours are aligned to Winson's stated Values and Behaviours
- Payment runs are 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 to be cleared within 2 months of the due date
- All available discounts and rebates are taken up

Qualifications

- Certificate III in Accounts Administration desired

Mandatory Criteria

- N/A

Specific Requirements of the Position

- N/A

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Key Stakeholders

Internal

- Finance Team
- All employees and managers across the Winson Group

External

- Creditors
- Banks
- Credit Card Institutions
- Auditors

Authorisation

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

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