

Job Description

Accounts Coordinator



This job description outlines the purpose, key responsibilities, measures of success, values and professional behaviours and skills required for success within the role. It also describes the key measures of success of the role and provides focus for recruitment, development, career planning, performance management and remuneration initiatives.

Position Title:		Accounts Coordinator
Location:		Bowhill, South Australia
Current as of:		November 2018
Reports to:		Chief Financial Officer
Direct Reports:		
Key Relationships:		Customers, Suppliers & Contractors, Internal Team

Role Purpose:

As the Accounts Coordinator you are responsible for all managing and processing the financial requirements of Bowhill Engineering. Specifically, purchasing, accounts payable & receivable, general ledger reconciliations, financial reporting & analysis, ATO compliancy & production data entry. You are also responsible for enhancing financial and administration policies & procedures and role modelling the leadership behaviours that create a high performing, engaged culture.

You have the following key areas of responsibility:

- Financial Management
- Purchasing
- People & Culture
- Continuous Improvement

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KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
Financial Management	Delivers key components the finance function to ensure accurate and timely activities and reporting including: <ul style="list-style-type: none"> ▪ Manages accounts payable and accounts receivable ▪ Performs bank reconciliations ▪ Performs cash flow forecasting ▪ Performs financial reporting ▪ Manages the debt collection process 	<ul style="list-style-type: none"> ▪ Management reports are accurate and delivered on time each month ▪ No instances of financial non-compliance ▪ Debtor days against target (40 days) ▪ Pass financial audits ▪ Cash flow forecasting is accurate
Purchasing	Manages the purchasing process and logistics to ensure it is: <ul style="list-style-type: none"> ▪ Within budget ▪ Signed and approved ▪ Tracked within the finance system ▪ Signed off ▪ Audit & Regulatory requirements met 	<ul style="list-style-type: none"> ▪ Pass monthly audits ▪ Timeliness and accuracy of purchasing
People & Culture	<ul style="list-style-type: none"> ▪ Supports initiatives to create a highly engaged, high performing culture in line with company values ▪ visible role model by the living the values and team behaviours ▪ Upskills, trains and mentors team members so the business has the right capabilities for growth and absences do not create business disruptions. 	<ul style="list-style-type: none"> ▪ Engaged member of team who contributes & supports all team members
Continuous Improvement	Contributes to initiatives across the team to optimise productivity and efficiencies and support sustainable business innovation and growth. This includes: <ul style="list-style-type: none"> ▪ Leverages available technologies to continuously improve the effectiveness of business operations, improve automation and remove unnecessary labour ▪ Ensures internal, industry and client quality standards are met 	<ul style="list-style-type: none"> ▪ Identification and delivery of continuous improvement initiatives within the team ▪ Team celebration of continuous improvement wins

ADMIN/PRODUCTION BEHAVIOURS

BEHAVIOUR	WHAT THIS MEANS FOR THE ROLE
Adaptable	<ul style="list-style-type: none"> ▪ Demonstrates the ability to handle a broad range of different tasks and assignments ▪ Adjusts quickly to different work environments ▪ Changes priorities when required without irritation
Reliable	<ul style="list-style-type: none"> ▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service ▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected ▪ Maintains high level of character and a professional attitude the role
Engaged	<ul style="list-style-type: none"> ▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service ▪ Asks for direction to verify own accountabilities if unsure and escalate issues in an appropriate timeframe ▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected
Skillful	<ul style="list-style-type: none"> ▪ Remains up to date with the latest technologies and development in area of expertise ▪ Is able to identify the skills required for personal growth and development ▪ Is committed to continuous learning and self-improvement
Initiative	<ul style="list-style-type: none"> ▪ Looks for new and productive ways to make an impact when it comes to generating new ideas or processes ▪ Is hard working and self-motivated ▪ Identifies and acts on better ways to do things
Team Player	<ul style="list-style-type: none"> ▪ Assists team members to ensure all responsibilities are met, and seeks assistance as required ▪ Is courteous and treats others with respect ▪ Works on projects as part of a team, exchanging ideas and contributing skills that complement those of the other team members
Communication	<ul style="list-style-type: none"> ▪ Communicates positively and professionally with team members and customers at all times ▪ Communicates verbally and in written form with clarity ▪ Organises and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information

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BOWHILL ENGINEERING VALUES

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- Safety and health is our highest priority
 - We value honesty, integrity and ethical behaviour
 - We value technology, innovation and quality
 - We value the creating and building of worthwhile things
 - We respect people, the environment and the community
 - We value maintaining work and lifestyle balance
 - Working with or working for Bowhill Engineering should be satisfying, fulfilling and profitable
 - If we deliver on the above we deserve to make a fair profit
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BOWHILL ENGINEERING CODE OF CONDUCT

We Expect and Accept:	We Don't Expect or Accept:
▪ Honesty	▪ Dishonesty
▪ Teamwork	▪ Negativity
▪ Respect	▪ Backstabbing
▪ Patience and Tolerance	▪ Intimidation
▪ Work life balance	▪ Handballing

DESIRABLE REQUIREMENTS

EXPERIENCE

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- Working in a team.
 - Certificate IV or higher in Financial Services
 - Previous experience with Computerised Financial Software.
 - Previous experience using Microsoft Office Products
 - A good working knowledge of WHS principle, practices & employee responsibilities.
 - Sound understanding of other Admin Team Members roles for backup & support duties.
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