



PAMA

## Candidate Information

Accounts Manager  
**PAMA Developments**

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PAMA Developments acknowledges the Wangal Clan of the Eora Nation, the traditional custodians of the area. We pay our respects to their elders past, present and emerging. We acknowledge and respect their cultural heritage, beliefs and ongoing relationship with the land.

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Company**



# Welcome



## A message from the Chief Executive Officer, Danny Tahan.

Thank you for your interest in the Accounts Manager role with our progressive company, PAMA Developments. We are excited to consider you for a position that is crucial to the success of our business. As part of our talented finance team, you will play a key role in ensuring the smooth operation of our accounting functions, from managing payroll and bookkeeping to supporting our broader financial goals.

At PAMA, we are proud of our strong community ties and our focus on high-quality, innovative developments. Our success is built on the dedication and skills of our team, and we are committed to providing a supportive environment that helps our employees grow professionally.

We are located in the vibrant café society of Majors Bay Road, Concord. I am sure you will enjoy working here and to enjoy the beautiful lifestyle offered by this friendly shopping street.

This role offers interesting challenges, particularly in managing diverse tasks and deadlines, but it also provides a great opportunity to make a meaningful impact in a dynamic company. We look forward to receiving your application and discussing how you can contribute to PAMA's ongoing growth.

Best regards,

Danny Tahan

Chief Executive Officer

PAMA Developments



# The Position

As the Accounts Manager your main responsibility will be to manage a wide range of accounting functions to support the company's operations. You will handle day-to-day financial tasks such as bookkeeping, supplier reconciliations, and payables forecasting. Key responsibilities will include overseeing the month-end and year-end activities, assisting in payroll, and maintaining the asset register.

You will collaborate with our other teams to ensure that financial records are accurate and up to date, including working closely with external accountants on tax matters and ensuring that PAMA complies with regulatory requirements. Managing intercompany loan reconciliations and interest payments on external loans will also be part of your role.

As an integral part of the team, you will need to balance multiple tasks and work to meet deadlines, often in a fast-paced environment. Your attention to detail will be crucial in maintaining accurate financial reports and supporting PAMA's financial sustainability. The role also requires staying current with regulatory changes and ensuring that the company meets its compliance obligations.

In this position, you will be expected to work both independently and collaboratively, contributing to the finance team's success while supporting the overall growth of PAMA.

You will have a very supportive environment and a great group of people to work with.



## Accounts Manager

PAMA Developments is a family-owned company established in 2018, known for delivering high-end residential and commercial developments in inner-west Sydney. With a focus on innovation and sustainability, PAMA values people, precision, pride, and progress. Our team is committed to delivering projects that positively impact the community while maintaining the highest standards in the industry.

We are seeking an Accounts Manager to support our growing operations. Reporting to the Operations Manager, you will manage a variety of accounting tasks, including bookkeeping, supplier reconciliations, payroll, and financial reporting. You will play a key role in ensuring the smooth operation of PAMA's financial activities, meeting deadlines, and maintaining accurate records.

The ideal candidate will have experience in finance and accounting, with relevant qualifications such as a Bookkeeping or Accounting Certificate. Strong knowledge of accounting principles and attention to detail are essential. You should also be comfortable working independently while collaborating with a team. Familiarity

Professional growth, a competitive salary, and the opportunity to contribute to impactful projects in Sydney's inner-west.

with the property or finance sector will be beneficial.

### Why Join PAMA?

- Be part of a dynamic, growing company with a strong commitment to its team and the community.
- Located on bustling and vibrant Majors Bay Road, Concord - this is a great place to have breakfast, lunch and dinner and to enjoy shopping at the many lifestyle stores.
- You will be supported in your professional development while contributing to impactful projects in Sydney's inner-west.
- Competitive salary package, professional growth, and a collaborative team environment.

### To Apply

Visit our website [lgsg.au/executive-vacancies](http://lgsg.au/executive-vacancies) to obtain a detailed Information Package and Position Description. Once you have read these please contact **Stephen Blackadder** on **0412 255 149** for a confidential discussion regarding the position. To apply, follow the prompts to complete the online application.

**Applications close 9am Monday, 7 October 2024**



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 servicing Australia and New Zealand.  
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# The Person

We are looking for a detail-oriented and organised person, a motivated and resourceful team player who can work both independently and collaboratively to manage a variety of accounting tasks.

## Qualifications and Experience:

- A relevant qualification is desirable, such as a Certificate in Bookkeeping or Accounting.
- Experience in finance and accounting, preferably within the property or finance sectors.
- Familiarity with financial accounting principles and reporting requirements.
- Knowledge of government finance processes is advantageous.

## Skills and Abilities:

- Strong analytical skills and attention to detail.
- Ability to manage time effectively and prioritise multiple tasks.
- Competence in managing payroll, financial reporting, and supplier reconciliations.
- Proficiency in finance systems and accounting software.
- Excellent communication skills to liaise with internal and external stakeholders.
- A proactive approach to addressing potential risks and ensuring compliance.

This role is ideal for someone who is looking to further their career in finance within a growing organisation that values precision, progress, and community engagement.

## Total Remuneration Package

An attractive Salary Package of around \$100,000 plus a superannuation contribution (10.5%) will be offered.

# Key Selection Criteria





Within the application form you are required to provide a response to the following Key Selection Criteria:

## Essential Criteria

1. Relevant experience and qualifications in an accounting/finance field, preferably in the property or finance sector.
2. Completion of a Bookkeeping or Accounting Certificate
3. Considerable knowledge and experience in a variety of business services activities such as finance and accounting, general administration.
4. Sound knowledge and understanding of financial accounting /management accounting principles.
5. Ability to build relationships with stakeholders at multiple levels.
6. Knowledge of government finance reporting processes and requirements is preferred.
7. Experience in finance systems, budgeting and processes.
8. Experience with risk and compliance management, frameworks, procedures and practices.

# Recruitment Process

The position is being advertised in Sept/Oct with a closing date of Monday 7 October 2024

		Date
	<b>Initial Conversation</b> Prior to an Application being submitted, a discussion regarding the position, and determination of your suitability for the role will need to be undertaken with Stephen Blackadder ph. 0412 255 149.  All enquiries will be dealt with in the strictest confidence.	<b>to Monday 7 October</b>
	<b>Short Listing</b> A short list of candidates for interview with the Interview Panel will be selected.	<b>From Wednesday 9 October</b>
	<b>Hogan Assessment &amp; Reference Checks</b> Will also be carried out for shortlisted candidates. You will need to nominate referees in your application or after being advised of being successful with an upcoming interview. That said, we do NOT contact referees without first confirming such with the applicant.	<b>From Wednesday 9 October</b>
	<b>Interviews</b> Interviews will be held in Concord, in Mid October	<b>Wednesday 18 October 2024</b>



## About PAMA

PAMA Developments, established in 2018, is a Concord-based construction and development company with a strong focus on high-end residential and commercial projects in Sydney's inner-west. The company prides itself on its dedication to quality, innovation, and sustainability, positioning itself as a prominent player in the real estate industry. PAMA's commitment to delivering well-designed, functional, and sustainable developments has earned them a reputation for excellence in the industry.

At the heart of PAMA's business is a focus on people, precision, pride, and progress. These values guide the company in every project, ensuring a deep connection to the communities they serve. PAMA places significant emphasis on understanding the needs of local residents, ensuring that each development positively impacts the community. Their developments are not just about buildings but about creating spaces that enhance the lives of those who live and work there.

PAMA specialises in bespoke developments that combine modern design with functionality. Whether it is high-end residential properties or commercial spaces, each project is meticulously planned to exceed industry standards and create lasting value. Their portfolio includes a variety of projects that reflect their commitment to quality craftsmanship and forward-thinking design.

Sustainability is a key focus for PAMA, and they work to incorporate environmentally friendly practices into their construction processes. This not only benefits the environment but also ensures that their projects are future-proof, meeting the evolving needs of modern living.

PAMA is also deeply involved in community initiatives, such as their sponsorship of the Wests Tigers rugby league team, highlighting their strong local ties and dedication to giving back. Their approach is one of collaboration, innovation, and responsibility, helping to shape the future of Sydney's inner-west.



# Position Description

## Accounts Manager

### Overview

The primary purpose of the role is to lead and manage the day-to-day provision of a range of finance and accounting services and support activities that meet stakeholder requirements and improve Pama's performance. The role ensures reliable financial information is provided to our leadership team in a timely and accurate manner so that Pama's business decisions and financial performance is consistent with best practice.

### Reporting to

- Operations Manager

### Experience and Skills Required

- Relevant industry experience and qualifications for the accounting/finance field, preferably in the property or finance sector.
- Completion of a Bookkeeping or accounting Certificate
- Considerable knowledge and experience in a variety of business services activities such as finance and accounting, general administration.
- Sound knowledge and understanding of financial accounting /management accounting principles.
- Ability to build relationships with stakeholders at multiple levels.
- Knowledge of government finance reporting processes and requirements is preferred.
- Experience in finance systems, budgeting and processes.
- Experience with risk and compliance management, frameworks, procedures and practices.

### Key Responsibilities

#### MAIN

#### Bookkeeping

Supplier and subcontractor reconciliations.

#### Payables Forecasting

- Accounting and Bookkeeping
- Oversee day-to-day management of accounting function including managing and reviewing deliverables related to month-end and year-end activities, accounts payable and accounts receivable services, reconciliation reports, and other reporting activities.
- Review supplier and subcontractor reconciliations.
- Assist Contracts administrators
- Assist external accountant with tax matters.
- Review and monitor intercompany loan reconciliations.
- Maintain company records as required by regulatory authorities.
- Reconcile and monitor interest payments on external loans.
- Ensure PAMA meets payment deadlines for payables.
- Maintain asset register.
- Payroll and Attendance.
- Maintain employee records relating to salary payments and superannuation payments.
- Calculate and ATO reporting of Employee termination entries.

## **General**

- Managing a diverse range of activities involving a high volume of work, frequent deadlines, multiple stakeholders. This includes working independently but also co-operatively as part of the Accounts Team.
- Keeping abreast of regulatory changes to in relation to legislative and administrative requirements across the range of finance and accounting services risk and compliance activities.
- Anticipating and effectively addressing potentially sensitive issues and risks to operational performance and financial sustainability.
- Liaising with your direct reports to ensure members understand their roles and obligations and commit to timelines for reporting.
- Ensuring policies, processes and plans are in place to manage financial risk to an acceptable level.

## **Behavioural and Cultural:**

- Encourage a cohesive and productive team environment;
- Encourage and build mutual trust, respect and cooperation amongst all team members
- Focus on ensuring cost saving measures in-line with company objectives;
- Focus attention on efficiency, be resourceful when managing business issues and continuously developing improved ways of operating;
- Focus attention on achieving team goals through collaboration
- Behaves in an open, honest and professional manner at all times
- Operates with integrity
- Maintain and foster positive working relationships with colleagues.
- Discretion, trust and confidentiality

## **Key Performance Indicators (KPIs)**

- Communication – Payables advised to the CEO in advanced.
- Project reconciliations up to date and accurate
- Budgeting and planning effectively
- Tax obligations complied with
- Confidentiality and discretion
- Invoices and data entry in a timely manner
- Payroll and Employee payments
- Company Accounts up to date and accurate

## **Salary Package**

**\$100,000 Plus Superannuation.**

A photograph of the exterior of a PAMA building. A large, dark, illuminated sign with the word "PAMA" in white, sans-serif capital letters is mounted on the building's facade. Below the sign is a glass-paned entrance area. To the right, a sign on the wall indicates the address "121" and "MAY ROAD". The building has a modern, industrial aesthetic with dark horizontal slats on the upper part of the facade.

# PAMA



Once you have reviewed the information pack, and if you believe your skills align with what Council is seeking, please phone:

**Stephen Blackadder**

**P. 0412 255 149**

**E. [stephen@blackadderassoc.com.au](mailto:stephen@blackadderassoc.com.au)**

**[www.lgsg.au](http://www.lgsg.au)**

Prospective candidates must not contact PAMA unless to seek information that is readily available to members of the public.