



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.

PAMA

- 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.

PAMA

Acceptance

I have read and understood these position requirements and I accept responsibility in fulfilling these duties. I believe the requirements and duties set out in this letter to be fair and reasonable.

Name: _____

Signed: _____ Date: _____