

JOB DESCRIPTION

Position	Accounts Assistant
Classification	Common Law Contract
Award agreement	Not applicable
Location	AEGIC D Block, South Perth, Western Australia
Positions supervised	0
Manager:	Chief Financial Officer
Supervisor	Senior Accountant
AEGIC's Purpose	To increase value in the Australian grains industry.
AEGIC's Vision	Australia's leading organisation for market insight, innovation, and applied solutions in the grains industry.

1 FUNCTIONS OF THE POSITION

The Accounts Assistant provides a high calibre of finance support to the Chief Financial Officer and the Senior Accountant. The role performs duties in financial management, compliance, quality assurance and finance systems.

This operational role requires hands on support with a “can do” attitude, to complete accounts payable, accounts receivable, payroll management and other finance related duties.

This position contributes towards achieving AEGIC's vision to be Australia's leading organisation for market insight, innovation, and applied technology in the grains industry, and will positively contribute to the development and maintenance of AEGIC's organisational values and culture.

2 ORGANISATIONAL CONTEXT

The Australia Export Grains Innovation Centre (AEGIC) is an independent organisation that helps position Australian grain as the preferred choice in international markets.

AEGIC does this by:

- Understanding the needs of grain customers.
- Identifying and supporting grain market opportunities.
- Innovating to develop new solutions and high-value uses.
- Educating customers on the benefits of Australian grain.

This helps the Australian grains industry breed, classify, grow and supply grain that markets prefer.

AEGIC's primary beneficiaries are Australian grain growers, and the impact of AEGIC's work spans the whole grains supply chain:

from the grower in Australia, whose grain is valued internationally, to the consumer who enjoys excellent noodles, baked products and beer made from Australian grain.

3 KEY DUTIES & RESPONSIBILITIES

3.1 Accounts Payable

- Coordinate the accounts payable process including:
 - Liaising with suppliers and internal stakeholders of various levels
 - Enter purchase invoices into Intacct (accounting system)
 - Manage the supplier payment runs including bank uploads and international payments.
 - Perform reconciliations and resolve issues.
 - Administer and raise purchase orders.
 - Administer credit cards and the online credit card transaction system. Upload credit card transactions. Enter travel expense claims. Ensure policies and procedures are being followed.
 - Administer petty cash.
 - Ensure that the Delegations of Authority and policies and procedures are being followed.
 - Credit application forms
 - Check supplier accounts.

3.2 Accounts Receivable

- Coordinate the accounts receivable process including:
 - Liaise with Customers and internal stakeholders of various levels.
 - Enter sales invoices into the accounting system both manually and upload.
 - Perform Reconciliations and resolve issues.
 - Enter cash receipts into the accounting system.
 - Chase outstanding debtors
 - Debtor maintenance in Intacct and set up new debtors.
 - Process credit card payments from customers in Commbiz
 - Statements.

3.3 Payroll Management

- Manage the fortnightly payroll processing which is performed by an outsourced payroll provider.
- Liaise with employees and managers regarding payroll issues and queries.
- Assist with payroll related accounting entries.

3.4 Other Duties

- Maintain the Fixed Asset Register and the Asset related GL accounts. This involves liaising with suppliers and internal stakeholders.
- Ensure all aspects of the finance department's systems and process are being followed to a high standard and in a timely manner.
- Ensure all policies and procedures for the finance department are being kept up to date, relevant and are documented and uploaded to MARV.
- Assist with:
 - Banking
 - Year-end audits
 - Finance team administration
 - Cash flow management and forecasting
 - End of month duties including expense accruals & prepayments
 - P&L and balance sheet account reconciliations
 - Ongoing management of accounting IT systems.

3.5 Regulation and policy compliance

- Apply risk management principles and processes to relevant work activities.
- Undertake all activities in compliance with state and federal legislation and regulation including but not limited to the Occupational Health & Safety Act 1984 (WA), Western Australia Equal Opportunity Act 1984 (WA), Privacy Act 1988 (Cwlth) and the Fair Work Act 2009 (Cwlth).
- Apply any confidentiality, privacy, records management, or intellectual property provisions to information management.
- Cooperate with all AEGIC protocols and procedures of the EGM including any relating to health or safety at the workplace.
- Identify, remove, and report any work health and safety risk, hazard or incident to the Health and Safety Representative/Committee.

3.4 Our values

- Act in accordance with AEGIC's values demonstrating the behaviours defined in our values touchstone.

3.5 Other

- Other duties as required.