

POSITION DESCRIPTION

Position title: Finance Assistant	Location: East Terrace
Department: Finance	Reports to: Finance Manager

PRIMARY OBJECTIVES

The key function of the Finance Assistant role is to ensure the finance department runs smoothly and to provide support to the Finance Manager. The role is responsible for ensuring key finance processes are followed.

SPECIFIC RESPONSIBILITIES

- Xero invoice template creation and maintenance
- Xero auto reminder creation and maintenance
- Account reconciliations
- Maintain accounts receivable contact files and records
- Produce fortnightly reports with key information on overdue or problem accounts
- Investigate and resolve any irregularities or enquiries
- Present at fortnightly VPA meetings
- Ensure accurate notes on xero and agent box
- Assist and train new runway team members on xero invoice creation
- Assist with cred
- it card reconciliations as required
- Xero data entry and reconciliations
- Communicate with vendors and agents in relation to their accounts
- Assist with Budget preparation
- Assist with Board Reporting
- Photography Department reconciliations
- Accounts Payable
- Setting up of monthly files
- Filing and Scanning
- Print Advertising reconciliations
- Monthly payroll tax lodgements
- Provide finance support to Finance Manager
- Adhoc finance duties as required

PERFORMANCE KPI's

- Invoices are entered into xero accurately within agreed time frames
- Financial information in xero is accurately maintained
- Demonstrate strong and effective communication skills with internal and external stakeholders
- Prepare accurate documentation
- Accurate and timely delivery of tasks
- Handles enquiries from vendors and Sales Consultants in a professional and timely manner

QUALIFICATIONS/ ATTRIBUTES/ EXPERIENCE

- Accounts receivable and payable experience or studying
- Xero experience
- Intermediate to advanced MS Excel skills
- Database Management experience (CRM)
- Exceptional attention to detail, organisation and time management skills
- Ability to carry out duties autonomously and work effectively in a team environment
- Exceptional customer service experience

VALUES

The commitment required of this position is in accordance with OC's values:

Authenticity – In every minute of every day. Genuine, ethical, trusted, accountable.

Optimism – In our attitude. Positive, upbeat and energetic.

Passion – About working hard and having fun. We love what we do and we love helping people.

Precision – Our operation is innovative and world class. Our process, training and standards ensure exceptional service and results.