

## 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:		<b>Accounts Coordinator</b>
Location:		Bowhill, South Australia
Current as of:		March 2024
Reports to:		General Manager
Direct Reports:		
Key Relationships:		CEO, Customers, Suppliers & Contractors, Admin, HR, Quality, Projects

#### Purpose

- **Together we thrive**

#### Mission

- **We transform communities & our people, by optimising & building structures that matter**

#### Core Values

- **We do what we say we are going to do**
- **We get things done, together**
- **We work smarter**
- **We help our clients win**

#### Core Competencies

- **Smarter together** - optimization specialists in large, welded components
- **Win Before you Start** - cost with certainty
- **Complexity done excellently** - systems and process, refinement
- **Committed to Our Community** - strengthen our region

## Job Description

### Accounts Coordinator



---

#### 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 synchronisation. You are also responsible for enhancing financial and administration policies & procedures and role modelling the team leader behaviours that create a high performing, engaged culture.

You have the following key areas of responsibility:

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

#### Opportunity for growth

Transition to an Accounts Manager will be available to those who are autonomous in their role.

As the company grows, this position has the potential to grow as well. As the CEO transitions towards the role of Chair of the Board, the Accounts Manager role will need to progress to a CFO role. This will include being part of the Leadership Team as well as providing Company Secretary duties to the Board. There is also opportunity for growth to include data analytics & reporting, taking the business to a high-level automated transparency and live reporting.

# Job Description

## Accounts Coordinator



### KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
<b>Financial Management</b>	<p>Delivers key components of the finance function is to ensure accurate and timely activities and reporting including:</p> <ul style="list-style-type: none"> <li>Manages accounts payable and receivable</li> <li>Performs bank reconciliations</li> <li>Performs cash flow forecasting</li> <li>Performs financial reporting</li> <li>Manages the debt collection process</li> </ul>	<ul style="list-style-type: none"> <li>Management reports are accurate and delivered on time each month</li> <li>No instances of financial non-compliance</li> <li>Debtor days against target (35 days)</li> <li>Pass financial audits</li> <li>Cash flow forecasting is timely &amp; accurate</li> </ul>
<b>Purchasing</b>	<p>Cashflow is only as good as the data that feeds into it. The role is to ensure accurate &amp; timely data when managing the purchasing process and logistics to ensure it is:</p> <ul style="list-style-type: none"> <li>Timely</li> <li>Within budget &amp; approvals</li> <li>Tracked within the supplementary registers</li> <li>Audit &amp; Regulatory requirements met</li> </ul>	<ul style="list-style-type: none"> <li>Pass monthly audits</li> <li>Timeliness and accuracy of purchasing</li> <li>Within Budget Approvals</li> </ul>
<b>People &amp; Culture</b>	<ul style="list-style-type: none"> <li>Supports initiatives to create a highly engaged, high performing culture in line with company values</li> <li>visible role model by living the values and team behaviours</li> <li>Upskills, trains and mentors team members so the business has the right capabilities for growth and absences do not create business disruptions.</li> </ul>	<ul style="list-style-type: none"> <li>Proactively works to synchronise processes across different teams</li> <li>Relationships with key clients &amp; suppliers to ensure timeliness of payments</li> </ul>
<b>Continuous Improvement</b>	<p>Contributes to initiatives across the team to optimise productivity and efficiencies and support sustainable business innovation and growth. This includes:</p> <ul style="list-style-type: none"> <li>Leverages available technologies to continuously improve the effectiveness of business operations, improve automation and remove unnecessary labour</li> <li>Ensures internal, industry and client quality standards are met</li> </ul>	<ul style="list-style-type: none"> <li>Identification and delivery of continuous improvement initiatives within the team</li> <li>Team celebration of continuous improvement wins</li> </ul>

#### ADMIN/PRODUCTION BEHAVIOURS

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

## Job Description

### Accounts Coordinator



#### BOWHILL ENGINEERING CODE OF CONDUCT

<b>We Expect and Accept:</b>	<b>We Don't Expect or Accept:</b>
<ul style="list-style-type: none"><li>▪ Honesty</li></ul>	<ul style="list-style-type: none"><li>▪ Dishonesty</li></ul>
<ul style="list-style-type: none"><li>▪ Teamwork</li></ul>	<ul style="list-style-type: none"><li>▪ Negativity</li></ul>
<ul style="list-style-type: none"><li>▪ Respect</li></ul>	<ul style="list-style-type: none"><li>▪ Backstabbing</li></ul>
<ul style="list-style-type: none"><li>▪ Patience and Tolerance</li></ul>	<ul style="list-style-type: none"><li>▪ Intimidation</li></ul>
<ul style="list-style-type: none"><li>▪ Work life balance</li></ul>	<ul style="list-style-type: none"><li>▪ Handballing</li></ul>

#### DESIRABLE REQUIREMENTS

##### EXPERIENCE

- 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.