

Job Description

Graduate Accountant



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:	 	Graduate Accountant
Location:	 	Bowhill, South Australia
Reports to:	 	CEO
Direct Reports:	 	
Key Relationships:	 	GM, Leadership, Projects, Admin, Customers, Suppliers & Contractors,

Purpose

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- **Together we thrive**
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Mission

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

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

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- **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
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Role Purpose:

As the Graduate Accountant you are responsible for all managing and processing the financial requirements of Bowhill Engineering. Specifically, financial reporting and analysis, budgeting and forecasting, general ledger reconciliations, production data synchronisation, internal controls, internal audits and compliance requirements, and ATO compliancy. As the Graduate Accountant, you will provide financial and taxation advice on Bowhill Engineering's business structures, operations and plans. In your role, you will liaise with financial institutions and brokers to establish funds management arrangements. You may appraise cash flow and financial risk of capital investment projects.

You have the following key areas of responsibility:

- Financial reporting and analysis
- Budgeting and Forecasting
- Tax Preparation and Compliance
- Internal controls Compliance and Regulatory Requirements
- 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). 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.

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KEY RESPONSIBILITIES

- Preparation of financial statements, including income statements, balance sheets, and cash flow statements, ensuring accuracy and compliance with accounting standards.
- Manage month-end and year-end closing processes, ensuring accurate account reconciliations and journal entry postings.
- Assist with annual budgets and forecasts, working closely with project managers and stakeholders.
- Preparation of monthly management reports, analyse variances between budgeted and actual financial results and provide insights.
- Ensure the accuracy of financial records, including general ledgers, accounts payable/receivable, and fixed asset registers.
- Conduct financial analysis in relation to operational expenses, revenue and profits to identify trends, risks, and opportunities.
- Monitor compliance with internal controls to mitigate the risk of fraud, errors, and inaccuracies.
- Preparation of monthly BAS statement and assisting with FBT and income tax paperwork by ensuring ATO guidelines.
- Preparation of daily cash flow forecasting to ensure accurate financial planning.
- Responsible for managing accounting software and identify the requirements to update with the project requirements and company growth.
- Maintain relationships with banks and address financial queries promptly.

BEHAVIOURS

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

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BOWHILL ENGINEERING CODE OF CONDUCT

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

DESIRABLE REQUIREMENTS

EXPERIENCE

- Previous experience in the field of accounting.
- Bachelor's degree or above in accounting background
- Previous experience with Computerized Financial Software.
- Previous experience using Microsoft Office Products
- A good working knowledge of WHS principle, practices & employee responsibilities.