

Position Description

Position Title: Accountant / Financial Controller	Date: December 2018
Reports to: Business Manager. Dotted line to CFO.	Location: Bathurst, NSW
Department: Australian Softwood Pty Ltd	Direct Reports: Nil

Position Purpose

AAM Investment Group is an Australian owned and operated provider of investment, asset management and consultancy services. We structure, operate and manage investments across agriculture, rural and commercial property and regionally based infrastructure, drawing on the team's knowledge and experience in these sectors to improve investment performance through operational and technological efficiencies and improved management.

Allied Timber Products NSW is a modern highly-automated softwood timber processing facility which is a long-term market leader in wood products on the eastern seaboard. This facility is located in Bathurst, New South Wales. Working on site at the facility, this position is responsible for the financial management and financial reporting of the saw mill operations. The position will assist with the requirements of the broader business as required. Reporting directly to the Business Manager, this role also has a dotted reporting line to the CFO.

Depending on the experience and availability of the person, this position could be a part-time or full-time position, with some duties managed by Head Office rather than locally on site.

Key Responsibilities

- Provide financial costing and analytics in support of understanding and improving profitability;
- Ensure accurate stock counts and remedy of discrepancies;
- Calculate variances from the budget and report significant issues to management;
- Monitor and report on routine financial and operating metrics to the management team;
- Manage the production of the annual budget, forecasts and updates;
- Ensure completion of balance sheet reconciliations on a monthly basis;
- Issue timely and complete financial statements;
- Manage cash flow and monitor budgets to ensure fiscal responsibility;
- Process proper reporting related to GST;
- Oversee the site administration of payroll (potentially processed by Head Office);
- Oversee and help process daily transactions related to Accounts Payable and Accounts Receivable;
- Conduct periodic reconciliations of all supplier and receivable accounts to ensure their accuracy;
- Maintain and enforce a documented system of accounting policies and procedures;
- Assist and/or manage outsourced functions such as audits, tax, and insurance;
- Work closely with the Business Manager for any other business requirements;
- Other duties as directed by the Business Manager or CFO; and
- AAMIG is committed to providing a safe and healthy workplace for all staff, clients, and visitors to our facilities. All staff are required to contribute to and promote a continuous workplace health and safety culture.

Experience and Qualifications

- Tertiary qualifications in Accounting/Finance or equivalent experience essential;
- CPA qualified preferred but not essential if there is equivalent experience;
- Minimum of 5 years senior accounting experience;
- Experience working in a manufacturing/FMCG environment will be highly regarded;
- Experience with stock counts and labour allocation in a manufacturing environment; and
- Intermediate to advanced skills in Microsoft Excel.

Competencies and Skills

- Self-starter able to recognise work that needs to be done;
- Strong commercial acumen and happy to spend time walking around operations;
- Ability to build strong relationships with key stakeholders and manage custodial relationships;
- Highly developed analytical and report writing skills;
- Ability to use sound judgement in decision making and take accountably for business outcomes;
- Excellent attention to detail and demonstrated ability to plan, prioritise and organise work demands and meet tight deadlines; and
- Demonstrated commitment to and understanding of safe work practices in a manufacturing environment.

Key Relationships

Internal:

- Business Manager
- Administration Manager
- Allied Timber Products NSW employees
- CFO of AAMIG
- Fund accountant at AAMIG
- Other head office employees

External:

- Auditors
- Clients
- Suppliers
- Contractors

Position Description Approved by:

Position Title	Name	Signature	Date approved
Chief Financial Officer	Daniel Gall		

Position Description Accepted by:

Position Title	Incumbent Name	Signature	Date accepted
Accountant / Financial Controller			