

Position Description

All candidates for this position must be Australian citizens or able to meet eligibility criteria. Defence Department security requirements will apply.

Position	Accounts Clerk	Division/project	<input checked="" type="checkbox"/> Corp	<input type="checkbox"/> Air/Land	<input type="checkbox"/> Naval
Line report		Direct report		Location	Adelaide
Supervises	Nil	Financial responsibility	Nil	Tenure	Full time
Delegations /Authorities	Authority limits and descriptions available in Delegation of Authority (000AAF206) General conditions of employment are documented in the People Management Manual (000AAL011)				

Purpose

C3220

Processing accounting documents in either accounts receivable, payable or credit control

The position will provide an opportunity to be involved in several areas of accounting (eg accounts receivable, accounts payable) in a resource support function.

Key Responsibilities/duties

C3220

- Processing basic and routine functions related to Accounts Payable and/or Accounts Receivable and general Accounting duties, including invoicing, preparation and processing of cheque and electronic payments, payment advices and preparing related documentation and correspondence
- Making data entries, filing hard copy documentation and retrieving information
- Assisting with month end accounting procedures and production of monthly and quarterly reports as required
- Maintaining records of documents processed for ready access and producing various reports according to operating procedures
- Preparing debtor lists, contacting clients in order to procure outstanding payments and escalating long standing/delinquent debtors to more Senior staff
- Obtaining authorisation for payment from appropriate personnel, allocating expenditure to the correct budget account and arranging for the drawing of cheques and other forms of payment
- Assisting in calculating costs of proposed expenditure and standard costs
- Liaising with relevant staff to chase up inadequate coding and variances from policies and procedures.

Responsible for the preparation of

- Data Input - key in data to the Accounting system, this covers:-supplier/creditor invoices, sales invoices, manual payments and expense claims.
- Matching invoices to Expense Claims, logging invoices, ensuring source documents are correctly authorised

HR ADMINISTRATION USE ONLY

Approved by: **Issue date:** **Career range:**

ASCO class: **Review code:** **Position No:**

HR Comments:

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Key Responsibilities/duties

- and coded. Filing of source documents after posting.
- Banking – visiting bank when necessary to deposit cheques, 'top-up' petty cash, and miscellaneous visits.
- Process and upload expense claims for payroll on a fortnightly basis
- Comply with legislation and Company policies, processes and instructions, including those relating to non-discrimination, safety and duty of care and the quality management system.
- Perform other duties as assigned

Qualifications/experience

Essential

- Experience with data input
- Experience with -Microsoft Word, Excel

Desirable

- Experience with spreadsheets
- Account reconciliation experience
- Experience with Agresso, CHRIS 21 & Access Database

Skills

- C3220
- Excellent attention to detail
 - Strong administrative and procedural skills
 - Growing knowledge of organisation's accounting procedures related to work performed
 - Understanding of spreadsheets, data analysis and reconciliation procedures
 - Initiative and integrity
 - Team player
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- Excellent written and verbal communication and analytical skills

Competencies

- Able to prioritise tasks and to meet deadlines
- Able to apply knowledge of policies, chart of accounts and coding to **identify events for investigation**
- Able to analyse and communicate financial information

Personal attributes

- Pro-active, service-orientated work style
- Continually looking to improve themselves, the systems, and the working environment at Saab
- Effective contributor to a small team environment
- High level of self motivation
- Display behaviours that reflect company values

Personal attributes

People — as individuals and as part of a team

Partnerships — mutually beneficial aims and objectives

Innovation — seeking new solutions and ways of doing business

Dependability — delivering what we agreed

Integrity — maintaining business ethics that are beyond reproach

Performance — adding value for our customers and our company

Product and Services Excellence — delivering customised solutions, advanced products and superior services.