

Accounts Clerk Position Description



Position Title:	Accounts Clerk		
Reports to:	Financial Accountant		
Direct Reports:	N/A		
Financial Delegations:	N/A		
Division:	Winson Group	Dept:	Finance
Location:	Brisbane Head Office	Creation Date:	26/04/2016

Company Overview

The Winson Group is the holding company of the SIGNET and insignia group of manufacturing companies providing services and support nationally to the Group in the areas of Safety, Finance, People and Culture, Information Technology, Operations Management and Company Administration.

Mission Statement: To be Australian Industry's first choice supplier of packaging and identification products

Group Cores Values: Honour; Ownership and Commitment; Change for Strength; Diligence

Position Overview & Organisational Requirements

Position Summary:

To perform a range of accounting, data entry, accounts payable, general ledger and administrative functions in the Finance Department. Performance of the above role will assist Winson Group (incorporating Signet and Insignia) to achieve its mission; to be Australian industry's first choice supplier of packaging and identification products.

Organisational Requirements:

- All positions within the Winson Group will support the achievement of our Mission.
- When dealing with our colleagues, customers and the community, all employees are required to act in accordance with the company's stated values and behaviours, customs and practices.
- Employees are required to comply with all relevant legislation, laws, regulations, standards, codes and the Group's policies and procedures.
- Employees are required to take reasonable care of their own health and safety and the health and safety of other people, including people working under their supervision or direction, in accordance with the Workplace Health and Safety Legislation, relevant to each state.

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Key Responsibilities

- Display behaviours consistent with the stated Winson Values

Financial Accounting

- Prepare daily bank reconciliations for Winson, Signet and insignia
- Maintain the Fixed Asset Register for any acquisitions, disposals and transfers
- Process fixed asset depreciation journals for month end in a timely manner
- Maintain, reconcile and control the processing of the company credit card accounts
- Maintain and reconcile the travel and accommodation, corporate travel account

Accounts Payable

- Attend to prompt payments and expense reimbursements as required for insignia
- Maintain and control the processing of local creditors invoices and credits for insignia
- Maintain Telstra accounts and process payments
- Processing payments and reconciling of overseas vendors within the Group
- Assisting the Financial Accountant with stock reporting and monitoring of foreign currency
- Reconcile suppliers/creditors statements
- Control local and overseas payments in accordance with trading terms
- Complete Credit Applications and arrange for appropriate authorisation
- Deal with suppliers payment queries promptly
- Control, reconcile and journalise Petty Cash for insignia

General

- Archive and maintain the filing system regularly to maintain a clean and tidy work area
- To provide back-up relief for reception when required
- Attend to any ad hoc accounting and administrative tasks as directed
- Prepare routine correspondence/documentation
- Maintain change log and support documentation for all changes to vendor bank details
- Ensure that standard operating procedures (SOPs) for the position are current
- Champion APSmart implementation across the Group

Key Competencies/Experience

Key Competencies

- Understands and applies basic principles and techniques of accounting
- Demonstrated high level of attention to detail

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- Proven ability to work effectively under pressure, handle competing priorities, meet deadlines and manage activities through to completion
- Demonstrated ability to work both as an individual and as a member of a team
- Representation of both self and company in an ethical manner both internally and externally; maintaining a professional attitude at all times
- Strong administrative skills
- Intermediate level of skill in the application of the Microsoft Office Suite

Experience

- Experience in an accounts payable and or entry level accounting role

Key Performance Indicators

- Behaviours are aligned to Winson's stated Values and Behaviours
- Payment runs are completed in accordance with Department schedules.
- No suppliers are on "Stop Supply" which delays the delivery of an order
- All overdue transactions on supplier statements are to be cleared within 2 months of the due date
- All available discounts and rebates are taken up
- Fixed Asset Register reconciled and up to date with all relevant journals processed in a timely manner

Qualifications

- Vocational qualification in finance or accounting highly regarded

Mandatory Criteria

- N/A

Specific Requirements of the Position

- N/A

Key Stakeholders

Internal

- Finance Team
- All employees and managers across the Winson Group

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External

- Creditors
- Banks
- Credit Card Institutions
- Auditors

Authorisation

Please sign to confirm that this Position Description has been discussed by both parties.

Employee Name & Signature	_____	Date	_____
Manager Name & Signature	_____	Date	_____