

# POSITION DESCRIPTION

## ACCOUNTS OFFICER

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Department/Team	Finance Technology & Operations
Reports to	Manager, Finance Operations
Location	Melbourne
Date Prepared	August 2020
Number of Direct Reports	0

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### POSITION PURPOSE

Accounts Officers fulfil a key role within the Group Finance team and are responsible for a number of important functions. Accounts Officers assist EQT in the efficient administration of corporate financial payments to suppliers and the raising of invoices to customers and the related receipting of monies.

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ACCOUNTABILITIES	DUTIES	% OF ROLE
<b>Business Processes</b>  	<ul style="list-style-type: none"> <li>• Process all incoming payment transactions</li> <li>• Manage the payment run process for</li> <li>• Raise invoices and receipt payments from clients</li> <li>• Maintain financial records &amp; reconciliations</li> <li>• Managing pre-payments and fixed asset registers</li> <li>• Administration of corporate credit cards and reimbursements</li> <li>• Managing and responding to queries from stakeholders including business units, senior finance staff and finance colleagues</li> <li>• Contacting clients about transactions and invoices</li> <li>• Daily and end of month processing</li> <li>• Other ad hoc tasks as required</li> </ul>	65%
<b>Stakeholder Management</b>  Engages internal and external stakeholders to build relationships to achieve optimum business outcomes.	<ul style="list-style-type: none"> <li>• Work collaboratively and proactively within a team environment to deliver success for the team and for the business</li> <li>• Contribute to the resolution of conflict and collaborate with relevant stakeholders to table solutions and initiatives</li> <li>• Establish effective relationships and regular contact with key internal stakeholders</li> <li>• Foster and exhibit a client centric approach</li> </ul>	10%
<b>People</b>  Contributes to high performing, engaged and committed team	<ul style="list-style-type: none"> <li>• Provide support to other members of the team when required to ensure that the team achieves its reporting deadlines and provides efficient and effective service to the business</li> <li>• Collaborate within the team to provide strategic, efficient and accurate client service, in line with service propositions</li> </ul>	15%
<b>Compliance</b>  Compliance with legislative and Equity Trustees compliance requirements	<ul style="list-style-type: none"> <li>• Comply with all team and organisational policies and procedures</li> <li>• Manage risk and compliance within the Business Unit in accordance with the Group's overall risk controls and targeted full compliance approach.</li> <li>• Identify and escalate compliance incidents and contribute to client focused resolution and management.</li> <li>• Demonstrate and ensure compliance with relevant policies and legislation, including but not limited to, Privacy Legislation, Equal Opportunity, and Occupational Health &amp; Safety</li> </ul>	10%



CAPABILITIES	PERFORMANCE STANDARD
<p><b>Quality &amp; Standards</b></p> <p>Reduce inconsistencies, risk, errors or inefficiencies by checking output and/or paying attention to details</p>	<p><b>Expert</b></p> <p>Records detailed information on issues, activities and discussions for prompt response, accurate monitoring and timely follow up of outstanding issues</p>
<p><b>Relationships</b></p> <p>Identify, build and maintain relationships and networks that are useful to achieving EQT business objectives such as: colleagues, external contacts, professional associates and clients.</p>	<p><b>Standard</b></p> <p>By maintaining open communication channels with colleagues, clients and stakeholders</p>
<p><b>Business Knowledge</b></p> <p>Apply, and keep up-to-date with, relevant business, technical and professional knowledge including actively learning about other areas of EQT</p>	<p><b>Standard</b></p> <p>Reading technical/functional specifications, manuals or following administrative policies and procedures</p>
<p><b>Client Focus</b></p> <p>Focus effort on delivering better results to both internal and external clients</p>	<p><b>Standard</b></p> <p>Actively works with clients to understand their issues and needs fully. Educates clients and anticipates their needs</p>
<p><b>Support Change</b></p> <p>Ability to deliver change messages and demonstrate appropriate role-model behaviours that motivate and encourage others to adapt positively to change or ambiguity</p>	<p><b>Standard</b></p> <p>Readily delivers the key messages and concepts of change by explaining benefits and implementing initiatives</p>



## KEY SELECTION CRITERIA

Selection criteria will focus on individuals having the appropriate skills for the role, which include:

- Demonstrated attention to detail and accuracy
- High level organisational skills
- Demonstrated ability to work autonomously to solve problems
- Demonstrated ability to work well under pressure and deadlines
- Strong interpersonal skills and a willingness to collaborate with others in the business and team
- Intermediate excel skills (capable of using simple functions (vlookups and pivot tables), and prepare reconciliations) to manipulate data, perform analysis and solve problems
- 5 years' experience in an equivalent role.

## EDUCATION/QUALIFICATIONS/CERTIFICATIONS

### Mandatory:

- Completed Year 12

## AUTHORISATION

**Title:** Accounts Officer

**Department/Business Unit:** Finance Technology & Operations

**Date:** August 2020