



Position Description

Title of Position: Finance Officer

Reporting to: Accountant

Overview: The Finance Officer is responsible for providing financial and administration support, primarily in the areas of accounts payable and accounts receivable, to the Corporate Services group. This position requires close attention to detail and accuracy at a transactional level, as well as ensuring the ongoing integrity of debtor and creditor functions including at month and year ends. The Finance Officer will draw on their expertise to contribute to continuous improvement in internal procurement, record management and invoicing processes, and proactively contribute to the efficient operation of the finance team.

Principal Accountabilities:

The Finance Officer works in conjunction with other AWRI finance personnel to ensure that the following essential responsibilities are fulfilled:

1. Manage the AWRI debtors ledger including ongoing maintenance and distribution of internal debtor reports, management of overdue accounts, communicating with customers regarding the status of their accounts and fielding enquiries from customers regarding their accounts and invoices received.
2. Process in a timely (daily) and accurate manner customer payments received in AWRI bank accounts, follow up unallocated receipts and process EFTPOS payments as required.
3. Generate and dispatch customer invoices and monthly customer statements as directed by the Accountant and/or the Group Manager – Corporate Services.
4. Execute period-end debtor procedures, including ‘cut-off’ and reporting, in a timely and accurate manner within the Attaché accounting system.
5. Process supplier invoices in a timely and accurate manner, ensuring that procurement policies are adhered to including the Delegation of Financial Authority and appropriate use of Purchase Orders and Goods Received Reports, with processed invoices filed in a timely manner.
6. Periodically reconcile creditor statements to invoices processed and payments made.

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7. Execute period-end creditor procedures, including 'cut-off' and reporting, in a timely and accurate manner within the Attaché accounting system.
8. Prepare and process periodic payments to creditors, including reconciliation to the creditors aged trial balance.
9. Execute 'Other Module Postings' routines within the Attaché accounting system to ensure regular updating of the General Ledger.
10. Process end of period accrual journals in a timely and accurate manner.
11. Reconcile petty cash and manage reimbursement of AWRI personnel for out of pocket business-related expenditure.
12. Assist in the financial administration of the Australian Wine Industry Technical Conference Inc., including the preparation of monthly journals and management accounts, and preparation of the quarterly Business Activity Statements, as directed by the Accountant.
13. Ensure the ongoing maintenance of the Attaché customer and supplier databases, including coordination and processing of Customer Credit Applications.
14. Undertake other finance-related duties as directed by the Accountant, Group Manager - Corporate Services and the Managing Director.
15. Where necessary, contribute to the overall smooth operation of Corporate Services and the AWRI in general through assisting in areas such as setup and catering for functions, reception relief, stationery ordering and office equipment maintenance.
16. Promote the general well-being of the AWRI by ensuring that all contact with clients, staff or the public is performed in a professional and confidential manner.

Person Specification:

1. Commitment to providing excellent service delivery.
2. Able to develop effective working relationships and contribute positively in a team environment.
3. Highly developed time management skills.
4. Able to deal with a number of tasks simultaneously and manage competing priorities.
5. Possesses a well trained eye for detail.
6. Displays initiative and the capacity to self-motivate.
7. Superior oral and written communication skills.
8. Able to maintain a high level of confidentiality.

Workplace Health and Safety Responsibilities:

Employees and students must take reasonable care to protect their own health and safety, and have responsibilities to:

1. Ensure that they do not increase the risk to the health, safety or welfare of others through any act or omission.
2. Obey reasonable instructions that are designed to protect their health, safety and welfare.
3. Use, in the appropriate manner, equipment that is provided to protect their health, safety or welfare.
4. Not wilfully interfere with, or misuse, items or facilities provided in the interest of health, safety or welfare of employees.
5. Ensure that they are not affected by alcohol or any other drug to such an extent that they endanger themselves or others.
6. Report promptly, any hazards, incidents or injuries to their Manager/Team Leader.