

Position description

Position Title	Finance and Administration Officer
Group / Branch	Iota
Reports to (Title)	Senior Accountant
Position Type	Permanent
Competency level	Individual Contributor

Job Purpose

Iota is a wholly owned subsidiary of South East Water, a government-owned metropolitan water utility in Melbourne, renowned for its innovations in smart technology. As South East Water goes about its business, Iota adds value by harnessing, commercialising and sharing its technology and innovations that really make a difference. Iota Also manages Priority Plumbing on South East Water's behalf. Priority Plumbing delivers industrial and residential plumbing services for South East Water and its customers.

As part of Iota's operations department and finance team, and reporting to the Senior Accountant, the Finance and Administration Officer will be responsible for providing operational accounting support to Iota's finance team. The role will support the Operations Director with project administration as required and basic IT systems related support.

Key Accountabilities

- Assist the Senior Accountant to prepare Iota's internal and external month end reporting and supporting statutory obligations relating to taxation and financial reporting.
- Contribute to preparing work papers and reconciliations to ensure the integrity of internal transactions and controls.
- Support the Senior Accountant to ensure integrity of Iota's bank reconciliation, including liaising with Priority Plumbing to allocate monies received to correct jobs.
- Process billing of customers and invoices, raise and amend purchase orders, process vendor and customer return approvals and inventory adjustments.
- Provide information and accounting support to the Iota finance team, Iota management team and the South East Water finance team in relation to Iota's finances.
- Maintain computerised records management system for Iota by creating, storing, retrieving and archiving files to ensure compliance with records management policies, procedures and guidelines and to contribute to the provision of timely and accurate information for reports, submissions and general advice.

- Receive and respond to a range of enquiries, providing information and appropriately referring enquiries where required, to ensure a professional, timely and reliable customer service.
- Assist with external and internal audit information requests.
- Assist with the bi-annual stocktake.
- Review and propose changes to processes to streamline team activities and take advantage of available technology.
- Ensure team processes are well documented and up to date.
- Assist the Operations Director with project administration and basic IT systems related support (eg. data entry, file management and user access and testing).

Knowledge, Skills & Experience

Highest level of educational qualifications required for the role

- A Tertiary Accounting qualification.
- CPA or CA qualification or working towards.

Highest level of skills required to perform at a competent level

- Sound Communicator – ability to communicate well and work collaboratively with a range of internal and external stakeholders.
- Problem Solving – ability to quickly resolve business queries with employees across the business, using established business processes and accounting principles, where applicable.
- Intermediate Computer Usage – intermediate Microsoft Excel skills including creating formulas, sorting, filtering, pivot tables and v-lookups; intermediate Microsoft Word and Powerpoint. Salesforce experience is highly regarded.
- Time management – Ability to successfully deliver concurrent tasks and meet deadlines whilst maintaining accuracy and integrity of financial data and information.
- Legislative Knowledge – ability to apply applicable tax law and accounting standards to business processes and reports.
- Being flexible and responsive to the identified priorities of the team and displaying a willingness to embrace new technologies to improve business processes and maintain a culture of continuous improvement.