



## GROUP ACCOUNTANT POSITION DESCRIPTION

### Overview

Austral Equipment Solutions proudly services Australia’s civil, construction, oil and gas, mining, and rural sectors, specialising in the hire and sale of quality used heavy earthmoving equipment. We meet our customer’s needs, providing machinery to be hired on dry-hire and/or rent-to-purchase agreements, enabling owner miners and mining contractors the flexibility to increase production without the concern of having higher capital assets and the flexibility to off-hire the machinery once the expansion or project is complete.

### Purpose

Working independently, the Group Accountant prepares monthly financial and compliance reports, manages transactions and bank reconciliations, processes payroll, manages cashflow and approves payments, and oversees Accounts Payable and Receivable.

In addition to their responsibility for managing the Austral Equipment Solutions accounts, the Group Accountant is responsible for managing the financial functions and commercial property management for the Family Office of the Director.

The Group Accountant achieves the outcomes of their role by exercising professional diligence and expertise, working independently to set deadlines, and demonstrating personal responsibility and attention to detail.

### Tasks and Responsibilities

Area of Focus	Purpose	Tasks
<b>Financial and Compliance Reports</b>	Preparing monthly and quarterly reports to inform high-level decision making.	<ul style="list-style-type: none"> <li>▪ EOM Financial reporting for all business entities.</li> <li>▪ ATO reporting, preparation of BAS, Payroll Tax, and Super reporting and lodgements through the ATO portal, OSR and SBSCH.</li> <li>▪ Preparing Year End reports, prior to tax adjustments.</li> <li>▪ Providing insight and commentary around changes or concerns, and report these immediately to the Director.</li> </ul>
<b>Transactions and Bank Reconciliation</b>	Process the transactions and bank reconciliations for all bank accounts.	<ul style="list-style-type: none"> <li>▪ Reviewing and reconciling all business transactions.</li> <li>▪ Preparing cashflow forecasts and approving payments for processing, including supplier accounts and payroll</li> <li>▪ Overseeing the accounts payable and receivable functions of Austral Equipment Solutions.</li> <li>▪ Proficiently utilise Xero accounting software to process and report financial statements.</li> </ul>



Area of Focus	Purpose	Tasks
<p align="center"><b>Payroll</b></p>	<p>Prepare and execute payroll processing as scheduled, ensuring accuracy through attention to detail.</p>	<ul style="list-style-type: none"> <li>▪ Preparing fortnightly payroll for 4 (+/-) team members.</li> <li>▪ Preparing the EFT file for payment.</li> <li>▪ Distributing payslips to all staff electronically.</li> <li>▪ Lodging Single Touch Payroll upon completion.</li> <li>▪ Preparing employment terminations, ensuring correct entitlements are paid and taxed appropriately.</li> <li>▪ Preparing quarterly superannuation payments and lodging via ATO/SBSCH.</li> <li>▪ Managing leave accrual and balances, ensuring leave that is taken is reported in the payroll.</li> <li>▪ Adding new employees into Xero and initiating their payroll record, including correct banking information, super fund and TFN lodgement.</li> <li>▪ Completing end of year payroll processing and lodging payment summaries through Single Touch Payroll.</li> </ul>
<p align="center"><b>Family Office &amp; Austral Equipment Solutions</b></p>	<p>Manage the business entities, Family Trusts, Self-Managed Super Fund, Unit Trust, and Share Trading of the Director.</p>	<ul style="list-style-type: none"> <li>▪ EOM Financial reporting for all business entities.</li> <li>▪ ATO reporting, preparation of BAS and lodgement through ATO portal.</li> <li>▪ Preparing Year End reports, prior to tax adjustments.</li> <li>▪ Providing insight and commentary around changes or concerns, and reporting these immediately to the Director.</li> <li>▪ Maintaining finance arrangements and liaising with existing financiers for equipment.</li> <li>▪ Managing contract administration of new and existing contracts for the rental fleet.</li> <li>▪ Managing the transactions and bank reconciliations of the Family Office, and all of the entities within.</li> <li>▪ Processing payments as directed by the Director.</li> <li>▪ Completing commercial property management, including issuing Lease documents, invoicing tenants, responding to enquiries and general property and utility management.</li> <li>▪ Overseeing the investment portfolio.</li> </ul>



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<p align="center"><b>Insurance and Registers</b></p>	<p>Maintain insurance policies and asset registers of all business entities.</p>	<ul style="list-style-type: none"> <li>▪ Being proactive in the management and renewals of all insurance policies that govern the businesses and other interests of the Director</li> <li>▪ Building working relationships with the necessary brokers to be ahead of any changes that impact the business</li> <li>▪ Maintaining asset registers, including engine numbers and serial numbers for vehicle assets and plant.</li> </ul>

### Performance Objectives

As the Group Accountant you contribute to the success of these entities by:

1. Bank reconciliation and transaction management
  - a. Ensure information on hand is accurate and can be used to plan and support operational requirements
  - b. Weekly review of Accounts Payable and Receivable
2. Preparing financial and compliance reports
  - a. Timely preparation of EOM reports
  - b. Preparation and lodgement of BAS, Payroll Tax, PAYG and Super payments within legislated timeframes
3. Accurately processing payroll on time.
4. Proactive management of insurance policies and group coverage.
5. Accurate and organised record keeping, where information is kept in a standardised format that can be retrieved as needed.
6. Clear and timely communication with the Director and General Manager of primary business interests.
7. Ability to manage productive relationships with external stakeholders including banking and tax accounting providers.

### Skills and Experience Profile

1. Degree Qualified Accountant;
2. CPA or CA Certified;
3. Highly organised, reliable and deadline driven;
4. Excellent attention to detail and the ability to cross-check and reconcile own work; and
5. Proactive and commercially astute, planning ahead and managing your scope of work.