

Position Description

Position Title: Senior Financial Accountant	Date: June 2019
Reports to: Finance Business Partner	Location: Brisbane/Singleton
Department: Finance	Direct Reports: Nil

Position Purpose

AAM Investment Group is an Australian owned and operated provider of investment, asset management and consultancy services. We structure, operate and manage investments across agriculture, rural and commercial property and regionally based infrastructure, drawing on the team's knowledge and experience in these sectors to improve investment performance through operational and technological efficiencies and improved management.

The Senior Financial Accountant is responsible for the day-to-day management of the financial reporting and budgeting across a portfolio of entities within the Group. Working with a small team, the Senior Financial Accountant oversees and manages the end to end financial functions ensuring all financial activities are proactively managed including the accurate processing for operating entities and month end reporting, supervising the budgeting process, delivering insightful management reports and recommendations, and leading process improvements. The Senior Financial Accountant liaises with the operational management team to influence and drive financial outcomes for the Group.

Key Responsibilities

- Manage financial operations including financial accounting, transaction processing, financial management reporting, statutory reporting and regulatory compliance;
- Drive the preparation of annual budgets, periodic forecasts and strategic planning;
- Prepare and present finance reports including P&L, balance sheet, operating results and cash flow forecast and KPI schedule, including associated written analysis required for these reports;
- Work with a small team of finance staff to deliver finance services including AP/AR and accounting activity;
- Oversee and manage cost recoveries, intercompany charges, transactions, commercial revenue and recoveries, loan repayments and interest charge calculations;
- Ensure month-end accounting processes are managed and deadlines are met;
- Prepare and administer periodic returns & related compliance matters for GST;
- Manage audit and tax activities;
- Provide support, advice and recommendations to management regarding all matters related to finance within the portfolio of responsibility;
- Ensure the accurate and efficient entry of data into the designated financial package;
- Contribute to the continual improvement of financial processes and systems;
- Manage internal and external accounting activities and ensure accounting initiatives and management actions are implemented within the agreed timeframes;
- AAMIG is committed to providing a safe and healthy workplace for all staff, clients, and visitors to our facilities. All staff are required to contribute to and promote a continuous workplace health and safety culture.

Experience & Qualifications

- CA or CPA qualified plus a minimum of 3 years' experience in a similar role;
- Experience in a range of accounting systems (MYOB/MYOB advanced desirable);
- Previous experience reporting on multiple related entities; and
- Experience across the agricultural sector will be highly regarded.

Competencies & Skills

- Demonstrated ability to work at the strategic and operational levels and apply technical accounting knowledge;
- Demonstrated ability to work with a team of staff to achieve outcomes;
- Problem solver with a natural curiosity and desire to continuously improve systems and processes;
- High level of resilience and ability to challenge the status quo;
- Advanced excel skills, strong attention to detail, strong analytical skills and ability to prioritise work in a busy environment;
- Previous experience in system and process improvement implementation desirable; and
- Excellent communication skills and ability to manage relationships with stakeholders at all levels across the organisation and influence effective outcomes.

Key Relationships

Internal:

- Executive Management Team
- Senior Management Team
- Head Office
 - Finance team
 - Payroll
 - Development and Construction team
 - Human Resources
- Regional and Operations Managers

External:

- Clients
- Accountants
- Financial Institutions
- Service Providers

Position Description Approved by:

Position Title	Name	Signature	Date approved
Chief Financial Officer	Daniel Gall		June 2019

Position Description Accepted by:

Position Title	Incumbent Name	Signature	Date accepted
Senior Financial Accountant			