

Position Description

Position Title: Senior Management Accountant	Date: July 2019
Reports to: Chief Financial Officer	Location: Brisbane
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 Management Accountant is responsible for the day-to-day management of the finance functions across a portfolio of entities within the Group. The Senior Management Accountant monitors the profitability of the group's entities and ensures accurate processing for month end and other reporting, including managing the budgeting process, delivering insightful management reports and recommendations, and leading process improvements.

The Senior Management Accountant liaises with managers spread across various geographical locations to influence financial outcomes for the Group.

Key Responsibilities

- Manage financial operations including accounting, transaction processing, management reporting, statutory reporting and regulatory compliance;
- Preparation of finance reports including, P&L, balance sheet, operating result, cash flow and KPIs, including associated written analysis required for these reports;
- Liaise with operational staff for administrative and bookkeeping input into the financial processes;
- Contribute to the preparation of annual budgets, periodic forecasts and strategic planning;
- Provide support and advice to management with matters related to finance, administration and related areas;
- Maintain Company asset registers and manage the financials for capex projects;
- Ensure month-end accounting processes are managed and deadlines are met;
- Oversee and/or prepare and administer periodic returns and related compliance matters for GST (including monthly BAS), PAYG, Payroll tax, Superannuation, Fringe Benefits tax, liaising with external accountants as required;
- Ensure the accurate and efficient entry of data into the designated financial package;
- Contribute to the continual improvement of financial processes and systems;
- Coordinate internal and external accounting activities and ensure accounting initiatives and management actions are implemented within the agreed timeframes; and
- 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 and Qualifications
<ul style="list-style-type: none"> • CA or CPA qualified plus a minimum of 3 years' experience in a similar role; • Experience with providing management reports, analysing profitability and progress against budget; • Experience with working with operational managers to prepare budgets and other reports; and • Experience across the agricultural sector will be highly regarded.

Competencies and Skills
<ul style="list-style-type: none"> • Demonstrated ability to work at the strategic and operational levels • Demonstrated ability to lead a team of staff to achieve outcomes • 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 • Excellent communication skills and ability to manage relationships with stakeholders at all levels across the organisation and influence effective outcomes

Key Relationships	
Internal: <ul style="list-style-type: none"> • CFO • Senior Management Team • Finance Team • Head Office <ul style="list-style-type: none"> ○ Commercial Managers ○ Accounts Payable ○ Payroll • Operations Managers 	External: <ul style="list-style-type: none"> • Accountants • Service Providers

Position Description Approved by:			
Position Title	Name	Signature	Date approved
Chief Financial Officer	Daniel Gall		

Position Description Accepted by:			
Position Title	Incumbent Name	Signature	Date accepted
Senior Management Accountant			