

FINANCE OFFICER

Position Level: L2

Location: Perth/Pilbara

Effective Date: June 2024

Responsibilities

The Finance Officer position is responsible for providing efficient and effective delivery of the Pilbara Ports accounts function. The position also provides general administrative support to the Finance team.

Reporting

The Finance Officer reports to the Accountant / Payables and Receivables Supervisor.

Accountabilities

Result Area	Major Activities
1. Safety and People:	• Further a safe, inclusive, and collaborative workplace, that supports the mental health and wellbeing of self, and others. • Identify actions and changes that lead to Pilbara Ports continually improving its safe work environment; both physically and psychologically.
2. Integrated Management Systems:	• Develop and oversee the systems that ensure Pilbara Ports complies with all applicable codes, as well as its legal and statutory requirements. • Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security.
3. Accounts Payable:	• Entering and coding of invoices. • Matching relevant purchase orders / documentation to invoices. • Prepare accounts payable invoices to payment stage, process payment and send out remittances. • Investigation of invoice discrepancies and supplier enquiries. • Reconciliation of creditor statements and outstanding accounts. • Checking and posting company credit card transactions. • Answer all queries relating to accounts payable. • Assist Pilbara Ports Employees with purchase order queries and training.
4. Accounts Receivable:	• Prepare and process invoices for all Port and vessel related charges, MSIC, leases and ad-hoc charges ensuring payments are received in a timely manner. • Process fortnightly reminder notices and monthly statements. • Receipt payments daily from bank statement. • Conduct debt recovery processes. • Investigate invoice discrepancies and stakeholder queries. • Prepare overdue debtor reports as required. • Answer all queries relating to accounts receivable.

5. Other Duties:	Major Ad-hoc requirements as directed by the Finance Manager, Senior Finance Officers and Accountant / Payables and Receivables Supervisor.
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Selection Criteria

Qualifications:

- Certificate III in Accounts Administration would be preferred.

Personal Attributes:

- Exhibit behaviours that align with Pilbara Ports' values of Safety, Excellence, Teamwork, Integrity, and Care.
- Demonstrated commitment to an inclusive work culture that encourages diversity.
- Enjoys working in a dynamic environment where priorities and deadlines may change.
- Team player who is happy to help others.
- A collegiate work style, promoting trust and harmonious working relationships.

Work Related Requirements:

- Demonstrated experience and understanding in accounts practises, processes and systems.
- Excellent customer service and communication skills, with the ability to liaise appropriately with external and internal stakeholders.
- Demonstrated problem solving skills and the ability to prioritise and organise individual work.
- Strong attention to detail and the ability to maintain confidentiality.

Sound computing skills, as well as the ability to gain a Maritime Security Identification Card, and WA Driver's License are prerequisites for positions with Pilbara Ports.