

SENIOR FINANCE OFFICER RECEIVABLE

Position Level: L3

Location: Perth

Effective Date: October 2026

Responsibilities

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

Reporting

The Senior Finance Officer Receivable reports to the Senior Accountant (Payables and Receivables).

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 leading to continuous improvement of safe work environments; 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 Receivable:	• Coordinate the day-to-day accounts receivable function ensuring transactions are processed timely and accurately. • Review and approve sales invoices and credit notes. • Resolve accounts receivable queries promptly. • Address complex issues escalated by Finance Officers. • Complete end of month accounts receivable processes, including monthly reconciliations. • Manage customer credit account applications and their new customer account set up in the system. • Conduct debt management processes: ○ Prepare and send monthly statements and reminder notices ○ Debt collection follow ups ○ Manage and report on 60-90 day debtor balances ○ Monitor and report credit limit breaches • Ensure complete and accurate fees are maintained in the system. • Coordinate fee increase communication with customers, including updating fees in the system and on our website. • Train staff and provide support to the business. • Provide Shipping System finance user training. • Ensure accounts receivable internal controls are maintained, including segregation of duties.

	- Identify, recommend, and implement process improvements. - Review and update work instructions and documents in the Document Management System
4. Banking Functions:	- Bank administrator, facilitating user needs and conducting account maintenance. - Reconcile main trading bank account.
5. Reporting:	- Assist the Senior Accountant (Payables and Receivables) with end of month and end of financial year reporting. - Coordinate responses to internal and external audit requests, including gathering supporting documentation, providing accurate information, and addressing follow-up queries. - Prepare various internal reports and metrics.
6. Other Duties:	Ad-hoc requirements as directed by the Finance Manager or Senior Accountant (Payables and Receivables).

Selection Criteria

Qualifications:

A Certificate IV in Accounting and Bookkeeping 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 due dates may change.
- Excellent interpersonal skills with the ability to manage and build productive relationships with all stakeholders.
- A collaborative work style, promoting trusting and harmonious working relationships.

Work Related Requirements:

- Ability to coordinate the responsibilities of a small team to ensure efficient and effective work practices and encourage a strong team culture.
- Experience and understanding of basic accounting principles, GST treatment and accounts receivable practices, processes, and systems.
- Excellent customer service and communication skills with the ability to communicate appropriately with stakeholders.
- Problem solving skills with the ability to prioritise, organise individual work and manage expectations.
- 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.