

Position Description

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| Position: | Finance, Marketing and Administration Assistant |
| Group: | Corporate Services Group |
| Reports to: | Finance Officer |
| Staff responsibilities: | Nil |

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| Position Purpose |
| The primary purpose of this position is to provide support to the Finance Officer and administrative support services to J. Wyndham Prince for the Corporate Services Group. |

| Key Accountabilities | |
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| Function | Duties |
| Financial control | <ul style="list-style-type: none"> Assist in the preparation of monthly reconciliations of key control accounts Process accounts payable transactions Daily banking of cheques Prepare updates to the asset register Monitor the remittance@jwprince.com.au email address Monitor the accounts@jwprince.com.au email address File and maintain paper and electronic records Monthly debt collection follow ups with escalation to Finance Officer of problem accounts Assist with the periodic audit preparation and review process |
| External Reporting | <ul style="list-style-type: none"> Assist in preparation of <ul style="list-style-type: none"> PAYG (weekly) Payroll tax (monthly) BAS (quarterly) FBT (annual) |
| Payroll | <ul style="list-style-type: none"> Processing of leave forms in payroll system Assist in maintaining employee details across: <ul style="list-style-type: none"> Payroll system Human Resources system Superannuation Clearing House/s File and maintain paper and electronic records |
| Insurances | <ul style="list-style-type: none"> Assist with data preparation for insurance renewals for <ul style="list-style-type: none"> public liability professional indemnity workers compensation contents insurance CTP and comprehensive insurance for pool cars salary insurance |
| Budgeting | <ul style="list-style-type: none"> Assist in the annual budget development process Collate and input budget data |
| Contract management | <ul style="list-style-type: none"> Develop and maintain the corporate contracts register Monitor and manage contract's expiration and renewals Provide analysis on contract alternatives and competitive quotes |
| Marketing | <ul style="list-style-type: none"> Complete/maintain JWP prequalification/panel renewals Maintain the Prequal Register Organise branded give-aways Electronic signature Renew advertising Review advertising content Maintain the Advertising Register Review events for sponsorship opportunities Coordinate conferences/sponsorships for UDIA, IPWEA, etc Maintain the Awards Register |

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| | <ul style="list-style-type: none"> • Review website for relevancy/SEO effectiveness • Manage/update Google +Pages (both locations). Ensure photos and contents are up to date. • Manage LinkedIn profile • Organise end of year lunches with clients |
| General administration | <ul style="list-style-type: none"> • Provide support to other Administration Offices in the Corporate Services team as required for key functions |
| Client service | <ul style="list-style-type: none"> • Focus efforts on ensuring internal and external clients achieve a high level of client service. |
| Key communications | <ul style="list-style-type: none"> • Communicate in a courteous and professional manner with all internal stakeholders including colleagues and management. • When representing the Company and liaising with external stakeholders, communicate in a courteous and professional manner. |
| Compliance | <ul style="list-style-type: none"> • Respect and abide by all workplace related laws and company policies, procedures and instructions. |
| Continuous improvement | <ul style="list-style-type: none"> • Contribute to continuous improvement initiatives to improve our business. |
| Culture | <ul style="list-style-type: none"> • Embrace, display and promote the Company's core values. |

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| Position Essentials |
| Performance Goals |
| <ul style="list-style-type: none"> • Act up as Finance Officer and perform key functions, as agreed with Finance Officer, during periods of leave or project secondment by Finance Officer • All tasks are completed on time as per agreed deadlines • Adherence to financial control protocols • Systems are maintained, developed and continually improved • Identified issues are resolved with timely, practical and cost-effective solutions • Flexible, helpful and collaborative with colleagues |
| Qualifications/Experience |
| <ul style="list-style-type: none"> • At least 3 years' experience in a similar role • A minimum Cert IV in Business Administration |
| Skills/Knowledge/Attributes |
| <ul style="list-style-type: none"> • Strong financial literacy • Strong Microsoft excel skills • Self-starter with an ability to problem solve. • Proactive and driven. • Aptitude for organising and coordinating. • Confident and articulate. • Ability to work autonomously as well as part of a team. • Excellent communication skills (written and verbal). • Resilient. • Ability to work in a fast paced, changing environment and under pressure. • High proficiency in MS Office with the aptitude to learn new computer systems quickly. • Experience using, implementing and/or maintaining systems/ registers • Commitment to self-development. |
| Company Expectations |
| <p>J. Wyndham Prince employees are expected to observe the highest standards of ethics, integrity and behaviour in the course of their employment. Employees are required to:</p> <ul style="list-style-type: none"> • perform all duties to the best of their ability at all times • use their best endeavours to promote and protect the interests of the Company • follow all reasonable and lawful directions given by the Company. |

Employee Understanding & Declaration

I understand and agree on the accountabilities, duties, company expectations and other details outlined in this position description.

Name: Signature: Date:/...../.....