



## JOB DESCRIPTION

<b>Position:</b>	<b>Administrator</b>
<b>Purpose:</b>	The Administrator role is responsible for the co-ordination and delivery of many of Longveld's transactional finance matters and assisting line managers with administrative support. This role particularly supports the GM Finance in carrying out the functions of creditors and payroll.
<b>Reports to:</b>	General Manager Finance
<b>Direct reports:</b>	None
<b>Works closely with:</b>	Team Leaders, Workshop Manager, EA to the Managing Director, Engagement Manager

### Key Accountabilities:

#### 1. Safety and Wellbeing

Safety and wellbeing come first at Longveld, with health being a fundamental part of wellbeing. It is of paramount importance that we provide a healthy and safe workplace and that our people work in a safe manner, not putting themselves or others at risk in any activities carried out on the organisation's behalf. However, we recognise the wider benefits of wellbeing to our team and encourage you to participate in Longveld's wellbeing programmes where relevant for you.

As an individual you have a responsibility to:

- take reasonable care for your own health and safety.
- take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
- comply, as far as you are reasonably able, with any reasonable instruction given to you to allow Longveld to comply with health and safety legal requirements.
- co-operate with any reasonable policy or procedure relating to health or safety in the workplace that has been notified to you.
- contribute to continuous improvement by raising issues and ideas, and participating in system development, implementation, monitoring and review, either directly or through representatives or managers.
- report any hazards, incidents, injuries or defects observed.
- not interfere with the scene of a notifiable event unless it is necessary to prevent further suffering, minimise property damage, or maintain access to essential services.

#### 2. Creditors

- check and process all supplier invoices
- reconcile monthly supplier statements then scan and save
- process payments to creditors as instructed by GM Finance
- produce creditor reports as required
- assist the Storeperson in processing of creditor purchase orders where required

### **3. Debtors**

- assist with creating new job cards for clients
- ensure all required information is contained on job cards prior to invoicing, for example P/O is a must for certain clients and credit application forms for all new clients
- process debtor invoices from completed job cards and as instructed
- carry out credit control procedures as required
- process applications for credit to be approved by GM Finance
- produce debtor reports as required

### **4. Payroll**

- carry out all duties associated with the weekly wages payroll run, including preparing hours worked reports, payroll processing, and dealing with team member queries.

### **5. Administration**

- print bank statements daily via Directlink.
- complete daily receipting of debtor payments via direct credit, eftpos, cash and cheque payments.
- arrange daily banking when necessary.
- manage petty cash ensuring receipts are kept for all expenditure and monthly reconciliation.
- manage and process management credit card transactions.
- ensure finance@longveld emails are actioned (printed, batched and barcoded) and distributed as appropriate.
- complete daily EMPOWER maintenance to monitor check in/check out status.
- carry out all duties associated with vehicle fleet requirements including WOFs, RUCs, registrations, services and repairs.
- monitor cleaning and liaise with external cleaners to ensure required standards are met.
- coordinate requirements for overalls with supplier.
- coordinate purchases for administration consumables.
- provide administrative support as required to the Workshop Manager and Team Leaders.
- use your skills to develop systems, improve processes and support managers to help build a more productive organisation.

### **6. Month End**

- complete month end accounting journals – accruals, prepayments and other month end journals.
- complete month end bank reconciliation.
- process monthly fixed asset register transactions and reconcile with balance sheet.
- finalise and complete Exonet month end rollover as per procedures.
- carry out General Ledger audits and reconciliations.
- prepare profit and loss, balance sheet and cash flow statement for management reports.
- prepare monthly debtor and creditor reports for management reports.
- collate data and information for reports to assist GM Finance.

### **7. General**

This job description exists to give you clarity about your role at Longveld, however isn't exhaustive, and from time to time you may be asked to apply your skills and talents to a task not described here that assists the wider team to achieve our purpose.

## **8. Behaviour**

This is the way we do things around here, so we can all enjoy a positive and supportive working environment. We:

- demonstrate Longveld values of courage, respect and wholeheartedness.
- take pride in what we do.
- show appreciation for the good work of others.
- add positive energy to conversations.
- share the load.
- own our mistakes.
- share our knowledge and learn new things.
- look for ways to do things better.
- ask before we borrow, look after gear, and return things to their owner.
- clean up after ourselves.
- speak up when something isn't right.
- make the effort to get to know each other and have fun together.

### **Desired Skills and Experience:**

- has relevant experience in an accounts role, including using accounting software
- high level of computer literacy using MS Office suite
- experience with debtors, creditors and payroll
- strong administrative and organisational skills
- understands segregation of duties
- handles sensitive information confidentially and appropriately
- able to work productively, accurately and independently
- able to learn new things quickly
- has cross functional skills
- uses initiative for problem solving