

Heywood Stockfeeds Pty Ltd

Finance and Administration Manager - Position Description

1. Skills required

- The role is a full-time position, based at Heywood, Victoria.
- Previous experience in agriculture, particularly in one or more of the milling/grain/livestock farming industries would be regarded as a strong positive.
- Proven ability in managing accounts and preparing end of month, end of financial year reports, with the ability to work to tight deadlines and have clear focus on ensuring business compliance is in alignment with regulatory requirements. Understanding of and experience in preparation of both profit and loss and balance sheets is mandatory.
- Ensure relevant operating procedures relevant to business processes under your control are followed and improved via continuous improvement initiatives; where necessary, this will include undertaking financial investigations/audits of the existing business system. Appropriate changes will be discussed with appropriate stakeholders and recorded into the existing Quality System documentation.
- Will have been involved to preparation of budgets and business plans, plus give accounting support/overview for CapEx projects.
- Experience in MYOB, particularly with interaction with an agricultural manufacturing process would be a distinct advantage.
- Aside from above-mentioned MYOB experience, an appropriate level of computer skills, with solid experience in particular with Microsoft Excel, plus Word and Outlook is required.
- Will work with Production Supervisor, plus control data from timecards to prepare and process staff payroll.
- Will have day to day interaction with Accounts Payable/Accounts Receivable operative to ensure supplier payments and customer debts are controlled within company standards.
- Strong communication and organisational skills, with high attention to detail and the ability to work and maintain relationships within a dedicated management team (note there will be some cross-function interaction with Sales and Production positions) are essential.

2. General Company/Site Requirements

- Contribute and support overall workplace health and safety and environmental management processes/compliance by observing all SHE and GMP policies and procedures.
- Any other work-related tasks allocated by General Manager.
- While the above point is essential to the successful operation of the company, at every opportunity the attainment of maximising company profit based on legal and fair business practices is most important to allow ongoing company success, which will in turn allow positive outcomes for all levels of HSF employees.
- Contribute and support the resolution of any customer complaints by contributing appropriate information to permit Corrective Action implementation.