POSITION DESCRIPTION

OPERATIONS ACCOUNTANT

JOB TITLE	Operations Accountant
LOCATION OF THE JOB	Santo
JOB TYPE	Full Time Employee

The Function of the Role

This role provides a variety of analyses or projects relating to operational accounting procedures, methods or systems. The Operations accountant is responsible for planning, directing, and controlling NISCOL and its subsidiary businesses finances, ensuring compliance with financial regulations and generating insightful reports to support decision making processes. The position reports directly to the Group Finance Manager regarding all fiscal matters across the company.

Reporting Function

This position reports to Group Finance Manager.

Direct Functional reports

- Subsidiary businesses finance and accounting officers
- Accounts Payable officer
- Accounts Receivable officer

Duties and Responsibilities

- Maintain routine accounting operations and preparation financial statements for NISCOL and its subsidiaries.
- Monitor and interpret financial data in the development of cost and performance analysis and reports.
- Assist the Group Finance Manager in handling investor, management and regulatory reporting for multiple legal entities transacting under NISCOL investment groups.
- Handling investment analyses.
- Be able to test and integrate various types of software
- Fixed asset management.
- Liaison with external auditors.
- Ensures NISCOL and all associated subsidiaries maintain financial alignment, compliance and operational efficiency.
- Maintain effective business controls and support compliance with operational risk, regulatory and conduct risk requirements.
- Ensure all financial practices comply with established accounting standards and relevant tax regulations.

- Assist the Group Finance Manager in supervising, training and guidance to the finance team.
- Conduct performance appraisals for team members whilst monitoring work progress and maintaining consistent standards of productivity.

Supervisory Role

Supervise accounting staff and other subsidiaries accounts officers.

Position Qualifications

- Bachelor degree in business and commerce/management with speciality in Accounting and Finance.
- A valid Driver's license.
- Proficient in MYOB/Xero or other similar accounting software systems

Skills and Experience

- Experience in operational planning, finance, forecasting, quality control, strategy, asset registry, and supply chain.
- Hands on experience and understanding of accounting principles, financial reporting standards and financial statement preparations.
- Excellent excel and MS Office skills
- Excellent analytical, supervisory, and problem-solving skills, with the ability to identify issues and recommend solutions.
- Good communication and interpersonal skills
- Strong attention to detail with a focus on accuracy and quality of work.
- Ability to work independently and meet deadlines

Special Job Details

This role will require high level of commitment and flexibility to meet company needs and the willingness to work weekends/public holidays or late nights as required by management. Must be capable of working with minimal supervision.

Salary:

This is a salary position.