

Position Description

Position: Finance Administrator

Department: Finance

Reports to: Finance Manager

Direct Reports: None

<p>Role Purpose</p>	<p>The primary focus for the Finance Administrator is to provide support to the finance team relating to transactional duties, mainly focused on the Accounts Payable and Receivable functions. The Finance Administrator contributes as part of the finance team to ensure the timely completion of financial information to meet Group, Legal and Statutory reporting requirements, and timelines.</p>
<p>Key Success Outcomes</p>	<ul style="list-style-type: none"> • Assist to fulfil all transactional duties relating to the Accounts Payable process - <ul style="list-style-type: none"> ○ Accurate capture of supplier invoices ○ Preparation of supplier payments ○ Cyclical review of Vendor terms ○ Reconciliation of supplier statements ○ Ensure tidy record keeping of all AP related documentation (manual and electronically) • Assist to fulfil all transactional duties relating to the Accounts Receivable process - <ul style="list-style-type: none"> ○ Accurate entry of customer payments ○ Distribution of customer statements at month end • Assist in bank reconciliation as allowed to ensure segregation of duties. • Review, prepare and action payment for approved expense reimbursements. • Assist with weekly cashflow forecast for main currency bank accounts • Prepare and enter journals in ERP system as required. • Assist in identifying and implementing systems and process improvements and automation. • Assist in executing the annual Group and Statutory audit process by providing information as required by interested parties. • Support the wider Finance Team, as required.
<p>Key Internal Relationships</p>	<ul style="list-style-type: none"> • Finance Team • Performance and Analysis team • IT team
<p>Key External Relationships</p>	<ul style="list-style-type: none"> • Auditors • Suppliers

Key Requirements

Accountability Area	Desired Outcome/Achievement Indicators
Accounts Payable Process	<ul style="list-style-type: none"> • Accurately capture supplier invoices. • Prepare supplier payments. • Conduct cyclical reviews of vendor terms. • Reconcile supplier statements. • Maintain tidy record-keeping of all AP documentation (manual and electronic).
Accounts Receivable Process	<ul style="list-style-type: none"> • Accurately enter customer payments. • Prepare and distribute customer statements
Financial Processes Management	<ul style="list-style-type: none"> • Review, prepare, and action payments for approved expense reimbursements. • Assist in bank reconciliation to ensure segregation of duties. • Assist with weekly cash flow forecasts for main currency bank accounts. • Prepare and enter journals in the ERP system as required.
Process Improvement	<ul style="list-style-type: none"> • Assist in identifying and implementing systems and process improvements and automation.
Audit Support:	<ul style="list-style-type: none"> • Assist in executing the annual Group and Statutory audit process by providing information as required.

Other duties:

- Upholds the company values.
- Perform any other tasks as required by your Team Leader and/or the business.
- Contributes to the achievements of department goals and objectives

Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Maintaining a safe and clean working environment by complying with Enatel Policy and Procedures.
- Leads by example in all matters relating to Health & Safety.

Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.

Person Specification:

	Essential	Desirable
Competencies	<ul style="list-style-type: none"> • • Attention to detail – accurate and timely data entry of invoices. • Action oriented - enjoys working hard and is full of energy for the things he/she sees as challenging. • Customer Focus – Is dedicated to meeting the expectations and requirements of internal and external customers. Establishes and maintains effective relationships with customers and gains their trust and respect. • Organising and Planning - uses resources effectively and efficiently. Accurately scopes out length and difficulty of tasks and projects. Sets objectives and goals. • Process Management – good at figuring out the processes necessary to get things done. Can simplify complex processes • Integrity and Trust – is seen as a direct, truthful individual; is widely trusted. • Ethics & Values - Has an appropriate and effective set of core values and beliefs, and acts in line with those values at all times 	
Skills, Experience & Knowledge	<ul style="list-style-type: none"> • Exceptional customer service skills. • Excellent written, verbal and listening communication skills. • Intermediate computer skills, including MS Excel. • Strong numeracy skills. • Strong attention to detail and a high level of accuracy. • Strong time management skills with the ability to prioritise workload effectively. • The ability to remain calm under pressure. • A high level of initiative and problem-solving skills. • Have excellent planning and organisational skills • The ability to think outside the square • Be IT savvy with strong Microsoft Office skills • Previous experience in using an ERP system is desirable but not essential 	
Qualification / Licenses	<ul style="list-style-type: none"> • N/A 	