

# Position Description

## Graduate Accountant

Effective November 2024

### Key Position Information

Department:	Finance
Reports to:	Chief Financial Officer
Direct reports:	Nil
Expected hours of employment:	Full time – 80 hours per fortnight
Primary location:	Queenscliff Admin Building 1 Wharf Street East, Queenscliff

### Organisational context

The Searoad Ferries group of companies employs more than 200 people and moves around one million customers each year, connecting people and places through excellent experiences that traverse the tourism, hospitality, passenger transport and maritime industries.

We've been operating the iconic Queenscliff-Sorrento car and passenger service since 1987. Our bus tour company Explore Australia / Naturaliste Tours connects customers to amazing tourism and wildlife experiences across Victoria. We also operate Western Port Ferries' services connecting Crib Point to French Island and Phillip Island in Western Port Bay, and Wanderer Adventures–Wilson's Promontory Cruises, located in the pristine environment of Wilson's Promontory National Park.

Our marine fleet consists of two RO-Pax car and passenger ferries – the MV Queenscliff and the MV Sorrento. In peak periods, we operate our third smaller ferry – the MV Peninsula Princess.

Led by the Chief Financial Officer, the Finance Team consists of accounts and payroll professionals who oversee all financial systems and processes including payroll processing for all companies in the Searoad Ferries group.

### Position purpose

The Graduate Accountant plays a crucial role in supporting the finance team by assisting with a broad range of financial functions such as payroll processing, accounts payable and receivable, preparation of financial statements, conducting account reconciliations, and maintaining accurate financial records.

This position is designed for recent graduates seeking to develop their accounting skills and knowledge in a professional environment.

The Graduate Accountant will contribute to the overall financial health of the organisation by ensuring compliance with relevant regulations, assisting with budgeting and forecasting processes, and participating in audits.

Through collaboration with experienced team members, the Graduate Accountant will gain valuable insights and hands-on experience that will facilitate professional growth and development within the accounting field, while assisting the Finance Department to meet its core functions, service delivery outcomes, objectives, and company needs.

## Expectations

Key results area / weighting	Outcomes and standards of performance
<p>Innovation &amp; Industry Leadership</p> <p>30%</p>	<p>Contributing to a highly innovative, safe, and reliable service by maintaining accurate financial records and providing timely reports for internal and external stakeholders through:</p> <ul style="list-style-type: none"> <li>• assisting with preparing end of month accounting entries and adjustments</li> <li>• preparing accurate monthly reconciliations, including payroll and processing journals</li> <li>• assisting in accurate / up-to-date asset register for the purposes of depreciation, asset management and capital planning in line with legislation, accountability frameworks and organisational objectives</li> <li>• assisting with the preparation of accurate weekly payroll including conducting audit checks</li> <li>• participating in the annual auditing processes</li> <li>• checking, processing, and filing of duly authorised invoices</li> <li>• accurate and efficient data entry of accounts receivable / payable</li> <li>• maintaining timely and accurate creditors ledger per commercial payment terms and month end close</li> <li>• supporting the preparation of statutory monthly financial reports</li> <li>• collating, reconciling, and accurately entering information to support taxation responsibilities (e.g. Payroll Tax and Business Activity Statements) for submission</li> <li>• assisting with the monitoring and reconciliation of credit card transactions</li> <li>• monitoring and assisting with the bank reconciliation process</li> <li>• consistently adhering to all Company policies and procedures relating to the safety and wellbeing of self, employees, contractors, visitors, and customers</li> <li>• protecting the integrity of the Company by keeping up-to-date with all communications, policies, and procedures while maintaining confidentiality of Company, customer, and employee records</li> <li>• working collaboratively with the broader Finance Team.</li> </ul>
<p>Excellent culture / be the place to work</p> <p>20%</p>	<p>Contributes to a positive and inclusive culture by:</p> <ul style="list-style-type: none"> <li>• always leading by example and demonstrating organisational values</li> <li>• complying with current Occupational Health and Safety legislation and adhering to all Company policies and procedures relating to the safety and wellbeing of employees and customers</li> <li>• actively participating in all relevant business activities such as emergency management training exercises, active emergency response, meetings, training, development opportunities, and information sessions</li> <li>• clearly understands goals and is outcome focused</li> <li>• ensuring individual performance is of an excellent standard with relevant skills and knowledge developed through training, performance, and development programs</li> <li>• clearly understanding roles, responsibilities, Company policies, rosters, and expectations</li> <li>• understanding and respects cultural sensitives when interacting with customers, colleagues, visitors, contractors, and suppliers</li> <li>• identifying problems and working collaboratively with the broader Finance Team to prioritise and solve with a customer-focused mindset</li> <li>• actively participating in team meetings</li> <li>• providing support, relief, and assistance to other positions within the Finance Department, as required by the CFO</li> <li>• actively supporting other areas of the company during peak operating periods, as directed by the CFO.</li> </ul>
<p>More satisfied customers</p> <p>25%</p>	<p>Consistently applies a high level of customer service and excellence by:</p> <ul style="list-style-type: none"> <li>• having a focus on clearly understanding customer expectations and adding value wherever possible</li> <li>• always interacting with customers, colleagues, service providers and visitors in a positive and friendly manner</li> <li>• providing timely responses to requests for finance information to support the effective management and control of department financial matters</li> <li>• responding to queries from creditors in a timely and professional manner</li> <li>• reflecting and upholding Company presentation standards, policies and procedures</li> <li>• regularly providing qualitative feedback and recommendations on processes and systems improvements that will enhance operational efficiencies and customer experiences</li> <li>• addressing customer concerns and inquiries promptly, providing solutions that enhance their experience and trust.</li> </ul>

Increased Revenue & Profitability 15%	<p>The highest levels of scrutiny and responsibility is consistently maintained throughout the accounts and financial systems by:</p> <ul style="list-style-type: none"> <li>• adhering to controls and procedures that ensure all cash is tracked and reconciled and checks are in place</li> <li>• promptly addressing payroll enquiries in accordance with Company procedures</li> <li>• complying with all financial systems e.g., budgets and cost forecasting</li> <li>• participating in continuous reviews, implementing cost savings and efficiencies</li> <li>• assisting to develop and implement Company policies and procedures related to financial compliance, cash handling, and confidentiality</li> <li>• ensuring compliance with relevant taxation and financial laws</li> <li>• maintaining currency with all relevant legislative compliance and statutory obligations</li> <li>• ensuring accurate use of Microkeeper for effective rostering, timesheets and leave applications</li> <li>• working to minimise waste</li> <li>• communicating and assisting with understanding / application of financial processes and systems throughout the broader organisation</li> <li>• giving and openly receiving considered feedback on how processes, systems and performance can be improved.</li> </ul>
Reinvest in product development and infrastructure 10%	<ul style="list-style-type: none"> <li>• Clearly understands individual and team goals, and how they align to Company strategy.</li> <li>• Works collaboratively with the broader Finance Team to implement initiatives that contribute to excellent service.</li> <li>• Actively participates in training and development.</li> </ul>

### Key relationships

Internal	Chief Financial Officer   Department Managers   Payroll and Accounts Officers   Purchasing Officer   Customer Service Team   Hospitality Operations Team   Executive Assistant/Admin Officer.
External	Ferry customers   tour operators   government bodies   product and service providers   financial institutions   Fair Work   superannuation providers

### Required credentials

Qualifications & Experience	<p><b>Essential</b></p> <p>Current National Police Check (or willingness to obtain) Recent graduate, or in final year of an undergraduate commerce / business / accounting university degree majoring in accounting Permanent residency in Australia, or appropriate visa to work permanently</p> <p><b>Desirable</b></p> <p>Experience in tourism, or customer service Experience within the tourism or passenger vessel sectors</p>
Knowledge and skills	<p><b>Essential</b></p> <p>Demonstrated ability to analyse data Experience using cloud-based accounting systems High level Office 365 abilities (Word, Outlook, Excel) Demonstrate knowledge of basic financial reporting and planning principles Some knowledge of legislation related to reporting requirements Strong Excel skills and knowledge in building and using formulated spread sheets General knowledge of Australian Accounting Standards and Corporations Act rules and regulations with the ability to research and extend knowledge on regulations relating to specific company circumstances Sound time management skills with the ability to establish work priorities and meet deadlines</p> <p><b>Desirable</b></p> <p>Previous experience in financial processing and reporting Familiarity with computerised rostering / timeclock system An understanding of commercial passenger vessel operations / tourism / customer service Knowledge of project management / performance efficiency software such as Trello and Chat GPT</p>

Qualities	<p><b>Essential</b></p> <p>Excellent interpersonal and communication skills, with the ability to foster positive relationships  Takes pride in completing tasks to a high standard  Able to take direction and follow guidelines, policies, and procedures  Aptitude for practical problem solving  Calm under pressure facing change and challenges with a growth mindset  Professional personal presentation  Punctual, reliable, flexible  Highly motivated, self-starter  Strong attention to detail  Maintains confidentiality and handles sensitive information / matters diplomatically and discretely  Team focused with an ability to work independently  Readiness to learn and develop other skills as required by the Company</p>
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**Main duties:**

- Data entry e.g. accounts payable, accounts receivable, and payroll
- Check, process and file authorised invoices
- Assist with account reconciliations
- Monthly credit card reconciliations
- Monthly reconciliation of subsidiary ledgers, including payroll and processing journals
- Assist with preparing end of month accounting entries and adjustments
- Collate, reconcile, and accurately input information to support taxation responsibilities (e.g. Payroll Tax and Business Activity Statements) for submission
- Support the preparation of statutory monthly financial reports
- Assist with the preparation of weekly payroll and associated payroll functions such as issuing letters of offer and maintaining employee files
- Assist in maintaining asset register
- Maintain creditors ledger

**Other duties:**

- Participate in the annual auditing processes
- Other reasonable duties as directed by the Chief Financial Officer

It is not the intention of this PD to limit the scope of accountabilities of the position, but to highlight the most important aspects of the role. Responsibilities described may be altered in accordance with changing requirements of the Company.