

JOB DESCRIPTION

JOB TITLE: Finance and Administration Manager

Summary of Job:	Responsible for the finance management and reporting for Seaco's Australian entity and administration management for the Oceania offices.
Reports to:	Controller, Asia Pacific (with responsibilities to Regional Vice President Marketing, Oceania – country head)
Line Management Responsibility:	None
Location:	Sydney NSW
Key Tasks and Activities:	<p>Monthly:</p> <ul style="list-style-type: none"> ○ With support of the Controller, Asia Pacific, take personal responsibility for the monthly accounting and reporting cycle ○ Monthly tasks include: <ul style="list-style-type: none"> ✓ Support and completion of purchase to pay processes ✓ Co-ordinate and audit employees expense claims ✓ Follow up with employees on outstanding expense claims ✓ Payments (vendors and staff reimbursements) via wire transfers ✓ Preparation and processing journal entries ✓ Debit note issuance ✓ Cashflow monitoring and treasury activities ✓ Variance reporting of administrative spending versus forecast and prior month ✓ Bank reconciliations ✓ BAS returns preparation and submission <p>Quarterly and Annual Tasks include:</p> <ul style="list-style-type: none"> ○ Intercompany balance reconciliation and confirmation (internal and external) ○ Balance sheet accounts reconciliations ○ Preparation of the annual financial statements under Australian GAAP. To include IFRS to GAAP adjustments including lease accounting. To liaise with internal tax team. Managing the project timeline and delivery with external auditor ○ Annual ASIC Accounts Filing

	<ul style="list-style-type: none"> ○ ATO Tax Filing ○ Federal and State tax filings. To engage Controller, Asia Pacific and Group Tax Team on any tax queries raised by the ATO ○ Ensure that all financial matters are in accordance with legislation and ethical accounting practices ○ Continually assess processes and procedures for effective internal control and SOX compliance ○ Ensure compliance with IFRS GAAP <p>Payroll-related Activities:</p> <ul style="list-style-type: none"> ○ Ensure smooth running of monthly payroll processing and support HR Dept. (Singapore and London) on all payroll queries ○ Monthly and annual payroll tax submissions to ATO ○ Preparation of all data needed for annual fringe benefits tax submission ○ Administrator to local payroll software, providing 1st level support to employees on any payroll queries <p>Supporting VP (country head), Activities:</p> <ul style="list-style-type: none"> ○ Maintain a focus on cost management providing suggestions to senior management ○ Prepare and deliver monthly management accounts to VP after close, with quarterly reviews ○ Supporting ad-hoc projects, tasks and reporting requirements ○ Office administration activities, including: <ul style="list-style-type: none"> ✓ Office admin matters for onboarding and departing staff ✓ Prepare IT requests for setup ✓ Manage the corporate credit cards and company vehicles ✓ Co-ordinate with IT relating to mobile phones ✓ Co-ordinate with office landlords relating to facility matters
Area Covered:	Australia

Key Relationships:	Internal:
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	<ul style="list-style-type: none"> ○ Regional VP Australia ○ Controller, Asia Pacific (based in Singapore) ○ Tax team ○ HR team ○ Employees of Oceania <p>External:</p> <ul style="list-style-type: none"> ○ Tax advisors ○ Financial Authorities ○ Payroll provider ○ Vendors ○ Customers
<p>Qualifications Required:</p>	<ul style="list-style-type: none"> ○ Graduate with Business Degree ○ Professional Accountancy Qualification, with 5+ years' experience
<p>Key Skills/ Knowledge Required:</p>	<ul style="list-style-type: none"> ○ Excellent working knowledge of Microsoft Excel ○ Knowledge of SAP S/4 HANA an advantage ○ Good knowledge of other MS-Office applications including Word and Power Point ○ Working knowledge of Australian GAAP ○ Hands-on and “Can-do” attitude ○ Excellent verbal and written communication skills ○ Excellent interpersonal skills ○ Understanding cross cultural diversity