



## POSITION DESCRIPTION

<b>Job title</b>	Financial Accountant
<b>Reports to</b>	Financial Controller
<b>Department</b>	Finance
<b>Direct reports</b>	

### JOB SUMMARY

The Financial Accountant position is responsible for maintaining accurate financial records, preparing financial statements, and ensuring compliance with accounting standards. This role requires solid knowledge of accounting principles, excellent analytical skills and proficiency in accounting software. To excel in this role, you will have effective organisational skills, attention to detail, and strong communication abilities.

The Financial Accountant will be responsible for managing the weekly finance requirements for Riordan Fuel. In the role of Financial Accountant, you will play a critical role in maintaining the financial health of the organisation by ensuring accurate financial reporting and supporting financial decision-making processes.

### JOB RESPONSIBILITIES

- Manage the daily finance requirements for Riordan Fuel
- Reconcile bank accounts daily for Riordan Fuel
- Maintain integrity of accounts in OC, including daily imports from Compac, Smartfill, etc.
- Work in a team environment with the other members of the Finance Team and other departments
- Ensure timely management reports are prepared on a daily/weekly/monthly basis
- Preparation and lodgement of BAS/IAS monthly for Riordan Fuel
- Be responsible for all payments for Riordan Fuel

#### Management Reporting

- Prepare informative, internal financial reports, including monthly, end of FBT / financial year and annual reports for management
- Assist with development of budgets and forecasts
- Analysis and commentary of financial KPI's
- Cash flow reporting
- Respond to queries
- Preparation of various external reports including insurance renewals
- Ensure financial and accounting policies are followed
- Ensure the compliance with accounting standards and supporting the external and internal audit processes

#### Commercial and Driving Business Performance



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- Provide ad hoc financial analysis and insight to improve performance across all entities of the Company
- Identify areas of improvement and potential growth and efficiencies across all entities in order to ensure the Company meets and exceeds its financial targets
- Provide support for tenders and pricing
- Ad-hoc analysis and reporting as directed

### Support to finance team in roles as required, which may include:

- Assist with tasks across the finance division for leave relief
- Any other reasonable duties as requested by management.

## ROLE DELIVERABLES

### To be successful in the role the employee needs to achieve:

- Provide high level of support to the Financial Controller on a day to day basis
- Produce meaningful analytical/kpi reports as and when required
- Require strong verbal and written communication skills
- Effective communication between all internal and external stakeholders of the business
- Be able to work autonomously or collaboratively as part of team
- Take pride in their work and their working environment by always presenting Riordan in a professional manner
- Highly proficient computer skills including but not limited to the Microsoft Office Suite

## POSITION QUALIFICATIONS

### Qualifications

- Extensive experience within a similar role
- Bachelor's degree in accounting or Finance

### Desirable

- Industry experience is advantageous
- CPA or CA certification

### Skills and Abilities

- Self-motivated with ability to prioritize and manage own workload
- Reliable and dependable

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- Professional and conscientious
- Strong sales and results focused
- Strong organisational and time management skills
- Proficient in the Microsoft Office Suite
- Able to embrace change

### **Values and behaviours**

- *Promotes safety of themselves and others*
- *Fosters innovation & drive*
- *Builds and fosters relationships within their team environment*
- *Has the ability to communicate with staff and clients across all lines of the business*
- *Respectful and committed*
- *Supportive of their Community*
- *Follows the Company values at all times:*

