

POSITION: ACCOUNTS ADMINISTRATOR
POSITION REPORTS TO: Chief Financial Officer
REPORTING POSITIONS: Accounting staff

POSITION OBJECTIVE

The main objective for the Accounts Administrator is to support the Finance Team of Scott Technology in the processing of creditors, debtors and general office duties; particularly for the Rocklabs division.

Delegated Authority

- As per current policy
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KEY AREAS OF RESPONSIBILITY

1. Accounts

Accurate and timely completion of:

- Accounts Payable (creditors) processing by matching invoices to vouchers and processing through Syteline.
- Accounts Receivable (debtors) processing by raising invoices, applying payments and following up outstanding debtors.
- Reconciliation of invoices to statements where required.
- The production of various reports where requested using Syteline including basic cost and expense analysis.

2. General Administration

Accurate and timely completion of:

- Stock take adjustments.
- General office duties, as required.

3. Payroll Assistance

Accurate and timely completion of:

- The input of timesheets into Syteline.
- Summarising payroll hours.

4. General

- Look to actively improve systems and processes of to increase efficiency.
- Actively maintain a continued development programme in conjunction with your manager to further knowledge and experience.
- Strictly adhere to safety procedures and safe working practices.
- To keep up to date on Scott Technology Ltd practices and policies.

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KEY BEHAVIOURS

1. Customer Focus (Internal and External)

Will include but not limited to:

- Focuses on exceeding customer expectations.
- To install and maintain an effective communication process throughout all technical areas of projects.
- Effective and timely Interdepartmental communication as and when required.

2. Analysis and Problem Solving

Will include but not limited to:

- Ensure detailed review and accurate analysis where required.
- Actively problem solves and come up with timely practical solutions.

3. Take Initiative

Will include but not limited to:

- Takes prompt action to reach objectives; takes action to achieve goals beyond what is required.
- Is proactive.
- Continually look at systems and processes to further reduce costs and constraints.

4. Innovative

Will include but not limited to:

- Generates innovative solutions; investigates different and new ways to deal with problems and opportunities.

5. Respond to Direction, Flexible and Take Responsibility

Will include but not limited to:

- Receives instructions and direction positively and professionally.
- Accepts responsibility and follows through on all tasks.

6. Team Player

Will include but not limited to:

- Supports and respects colleagues and maintains confidentiality and trust
- To foster an effective working relationship with all departments, contractors, suppliers and management.
- Actively participates as a member of a team to support the team towards meeting goals.
- To maintain consistency and professionalism when dealing with all staff

TECHNICAL ATTRIBUTES

- Proven experience in office administration
- Proven experience in accounts processing
- Has experience in a manufacturing environment
- Possess an excellent knowledge of PC based applications (i.e. Microsoft Word, Excel etc).
- Good experience in accounting systems