**Position Family: Finance**

*Accounts*

Credit Control Team Leader [FIN.30112.4](#bookmark187)

Senior Credit Control Officer [FIN.30312.3](#bookmark188)

Credit Control Officer [FIN.30212.2](#bookmark189)

Accounts Team Leader [FIN.30114.4](#bookmark190)

Senior Accounts Officer [FIN.30112.3](#bookmark191)

Accounts Officer [FIN.30112.2](#bookmark192)

*Commercial*

Chief Economist [FIN.30015.6](#bookmark193)

Economist [FIN.30015.4](#bookmark194)

Head of Financial Analysis & Planning [EXE.FI030.6](#bookmark195)

Principal Quantitative/Predictive Modelling Analyst [ITC.45300.6](#bookmark196)

Senior Quantitative/Predictive Modelling Analyst [ITC.45300.5](#bookmark197)

Quantitative/Predictive Modelling Analyst [ITC.45300.4](#bookmark198)

Functional Lead of Commercial [FIN.30220.6](#bookmark199)

Commercial Manager [FIN.30004.5](#bookmark200)

Senior Commercial Analyst [FIN.30220.4](#bookmark201)

Commercial Analyst [FIN.30220.3](#bookmark202)

Head of Pricing [FIN.30104.6](#bookmark203)

Commercial Pricing & Analysis Manager [FIN.30104.5](#bookmark204)

Commercial Pricing Analyst [FIN.30104.4](#bookmark205)

Sales Commission Administrator [ITS.15020.3](#bookmark206)

*Credit & Collections*

Credit/Collections Manager [CSP.35116.4](#bookmark207)

Credit/Collections Team Leader [CSP.35416.3](#bookmark208)

Credit/Collections Officer [CSP.35416.2](#bookmark209)

Credit Assessment Specialist [CSP.35425.2](#bookmark210)

Recoveries Specialist [CSP.35426.2](#bookmark211)

*Financial Accounting*

Financial Accounting Manager [FIN.30210.5](#bookmark212)

Senior Financial Accountant [FIN.30010.4](#bookmark213)

Financial Accountant [FIN.30010.3](#bookmark214)

*General Accounting*

Chief Financial Officer [EXE.FI010.7](#bookmark215)

Financial Controller [FIN.30012.6](#bookmark216)

Finance Manager [FIN.30012.5](#bookmark217)

Senior Accountant [FIN.30012.4](#bookmark218)

Accountant [FIN.30012.3](#bookmark219)

Assistant Accountant [FIN.30012.2](#bookmark220)

Systems Accountant [FIN.30412.3](#bookmark221)

Senior Financial Analyst [FIN.30210.4](#bookmark222)

Financial Analyst [FIN.30210.3](#bookmark223)

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**Position Family: Finance**

*Internal Audit*

Head of Internal Audit [EXE.FI040.6](#bookmark224)

Internal Audit Manager [FIN.30002.5](#bookmark225)

Internal Audit Team Leader [FIN.30102.4](#bookmark226)

Senior Internal Auditor [FIN.30002.4](#bookmark227)

Internal Auditor [FIN.30002.3](#bookmark228)

*Management Accounting*

Management Accounting Manager [FIN.30013.5](#bookmark229)

Senior Management Accountant [FIN.30013.4](#bookmark230)

Management Accountant [FIN.30013.3](#bookmark231)

*Payroll*

Payroll Manager [FIN.30016.4](#bookmark232)

Senior Payroll Officer [FIN.30016.3](#bookmark233)

Payroll Officer [FIN.30016.2](#bookmark234)

*Tax Accounting*

Head of Tax [FIN.30112.6](#bookmark235)

Taxation Manager [FIN.30112.5](#bookmark236)

Senior Taxation Accountant [FIN.30212.4](#bookmark237)

Taxation Accountant [FIN.30212.3](#bookmark238)

*Treasury*

Group Treasurer/Head of Treasury [FIN.30018.6](#bookmark239)

Assistant Treasurer [FIN.30018.5](#bookmark240)

Treasury Manager [FIN.30118.5](#bookmark241)

Senior Treasury Analyst [FIN.30018.4](#bookmark242)

Treasury Analyst [FIN.30018.3](#bookmark243)

Treasury Operations Assistant [FIN.30019.3](#bookmark244)

# Position title: Credit Control Team Leader

**Aon Position code: FIN.30112.4**

**Level: 4**

**Responsible for**

Maintaining organisational debtors within limits of organisation's policy and ensuring protection of an organisation's investments, minimising losses and improving recoveries.

# Report to

Financial Controller.

# Supervises

Credit Control Officers, Collection Representatives.

# Main activities

* + Devising, maintaining and administering the organisation's credit policy so as to provide planned cash flow for the business and to minimise the organisation's exposure to risk.
  + Authorising the granting of credit to selected customers within the guidelines of company policy.
  + Directing and supervising the activities of the Credit Control function, ensuring both the timely collection of outstanding amounts and the maintenance of outstanding debts at acceptable levels.
  + Producing accurate and timely reports to monitor accounts and recommending policy and action on bad debt and escalating outstanding debts for debt collection.
  + Occasionally liaising directly with major debtors and negotiating new credit terms (in conjunction with Sales).
  + Developing and maintaining relationships with relevant external organisations (e.g. Police and Bankruptcy Agencies) leading to an effective exchange of confidential information.
  + Ensuring that systems documentation and procedures comply with legal/legislative requirements so as to avoid adverse litigation and loss of income.
  + Assisting in the learning and development of operational staff to maintain and improve the efficiency of credit control.

# Key skills

* + Ability to limit debtors and implement company credit policy.
  + Negotiation and interpersonal skills.
  + Strong administration and management skills.

# Internal contacts

Sales Managers, Sales Representatives, Sales Administration Staff, Legal Department, Operational Staff, Finance and Administration Staff.

# External contacts

Major Debtors, Debt Collection Agencies, Credit Reference Bureaus, Credit Referees, Other Financial Institutions, Solicitors, Financial Counsellors.

# Typical experience

At least 7 years of relevant experience typically coupled with CPA or similarly recognised qualifications in Credit Management.

# Other comments

May have membership of the Australian Institute of Credit Management. May have a functional link to Senior Accounting employees in operating divisions.

# Position title: Senior Credit Control Officer

**Aon Position code: FIN.30312.3**

**Level: 3**

**Responsible for**

Minimising organisational debtors and resultant bad debts within limits of company policy through the application of pre- determined procedures, and supervising and training staff in their role of collecting arrears and performing general Credit Control duties.

# Report to

Credit Manager.

# Supervises

Credit Control Officers.

# Main activities

* + Directing and supervising the activities of the Credit Control function, ensuring both the timely collection of outstanding amounts and the maintenance of outstanding debts at acceptable levels.
  + Ensuring speedy and effective recovery of amounts outstanding often dealing with debt collection agencies by personal and telephone contact.
  + Authorising the granting of credit to selected customers within the guidelines of company policy.
  + Ensuring that correct company procedures and guidelines are followed - acting as a checking/supervising officer.
  + Continually training and developing operational staff in order to maintain and improve the efficiency of Credit Control.
  + Producing accurate and timely reports to monitor accounts and recommending policy and action on bad debt and passing on outstanding debts for debt collection.
  + Trying to resolve the more difficult cases by liaising with Financial Counsellors, solicitors and other legal bodies.

# Key skills

* + Ability to limit debtors and implement company credit policy.
  + Staff supervisory skills.
  + Strong administration, organisation and procedural knowledge.

# Internal contacts

Sales Managers, Sales Representatives, Sales Administrative Staff, Legal Department, Operational Staff, Finance and Administration Staff.

# External contacts

Major Debtors, Debt Collection Agencies, Credit Reference Bureaus, Credit Referees, Other Financial Institutions, Solicitors, Financial Counsellors.

# Typical experience

At least 4 - 5 years of relevant collections experience typically coupled with CPA or similarly recognised qualifications in Credit Management.

# Other comments

May have membership of the Australian Institute of Credit Management.

# Position title: Credit Control Officer

**Aon Position code: FIN.30212.2**

**Level: 2**

**Responsible for**

Establishing the credit worthiness of customers by examining, evaluating and processing applications for credit or loans within pre-established policy guidelines.

# Report to

Credit Manager, Financial Controller.

# Supervises

Typically no supervisory responsibilities although may supervise Collection Representatives.

# Main activities

* + Investigating credit worthiness of potential customers prior to entering into business arrangements and/or existing customers prior to entering into extended business arrangements.
  + Granting credit or recommending approval for credit within policy guidelines.
  + Preparing reports on credit ratings on customers.
  + Participating in studies of economic conditions in selected industries and recommending appropriate changes in credit limits and practices.
  + Entering, maintaining and reconciling monthly debtor accounts.
  + Ensuring both the timely collection of outstanding amounts and the maintenance of outstanding debts at acceptable levels through contact with customers by telephone, letter and potential personal visitation.
  + Recommending actions to be taken with delinquent accounts and bad debts and passing on outstanding debts for debt collection and/or further legal action.
  + Processing all administrative material as required, processing computer returns and dealing with personal enquiries.

# Key skills

* + Ability to limit debtors and implementing organisational Credit Control policy.
  + Strong administrative, procedural and organisational skills.
  + Ability to deal with difficult customers and build relationships at all levels.
  + Excellent written and oral communication skills.

# Internal contacts

Sales Managers, Sales Representatives, Sales Administrative Staff, Operations Staff, Warehouse & Dispatch Staff.

# External contacts

Major Debtors, Debt Collection Agencies.

# Typical experience

A minimum of 12 months experience coupled with a recognised qualification (diploma or certificate).

# Other comments

May be a member of the Australian Institute of Credit Management.

# Position title: Accounts Team Leader

**Aon Position code: FIN.30114.4**

**Level: 4**

**Responsible for**

Overseeing the Accounts Payable and/or Accounts Receivable functions and general accounting duties of moderate difficulty in relation to depth of analysis and use of judgment.

# Report to

Financial Accountant, Office Manager.

# Supervises

Accounts Officers, Senior Accounts Officers.

# Main activities

* + Acting as an escalation point for more complicated functions related to Accounts Payable and/or Accounts Receivable and general Accounting duties, including invoicing, preparation and processing of cheques, payment advice, performing bank reconciliations, compiling debtor statements and statutory returns, performing petty cash reconciliations and preparing related routine documentation and correspondence.
  + Managing stakeholder expectations and requirements relating to the Accounts Payable and/or Accounts Receivable functions.
  + Performing month end accounting procedures and producing weekly, fortnightly, monthly and quarterly reports as required.
  + Ensuring compliance to policies/procedures around maintenance of records of documents processed for ready access and for producing various reports according to operating procedures.
  + Obtaining authorisation for payment from appropriate personnel, allocating expenditure to the correct budget account and arranging for the drawing of cheques and other forms of payment.
  + Calculating the costs of proposed expenditure, wages and standard costs.

# Key skills

* + Detailed knowledge of organisation's accounting procedures related to work performed.
  + Good understanding of spreadsheets, data analysis and reconciliation procedures.
  + Strong administrative and procedural skills.
  + Excellent attention to detail.
  + Excellent people and stakeholder management skills.

# Internal contacts

Sales, Marketing, Warehouse & Distribution, Customer Support departments of the organisation.

# External contacts

Clients, Debt Collecting Agencies.

# Typical experience

5 - 7 years related experience and may have, or be undertaking, a formal qualification in accounting.

# Other comments

Alternative Title: Accounts Payable Team Leader, Accounts Receivable Team Leader. If the primary focus of this role is Accounts Receivable, employees may be involved in Credit Control activities.

# Position title: Senior Accounts Officer

**Aon Position code: FIN.30112.3**

**Level: 3**

**Responsible for**

Performing the Accounts Payable and/or Accounts Receivable functions and general Accounting duties of moderate difficulty in relation to depth of analysis and use of judgment.

# Report to

Financial Accountant, Office Manager.

# Supervises

May mentor more junior Accounts Officers.

# Main activities

* Processing more complicated functions related to Accounts Payable and/or Accounts Receivable and general Accounting duties, including invoicing, preparation and processing of cheques, payment advice, performing bank reconciliations, compiling debtor statements and statutory returns, performing petty cash reconciliations and preparing related routine documentation and correspondence.
* Making journal or data entries and extracting statistical data and reports from records for analysis.
* Performing month end accounting procedures and producing weekly, fortnightly, monthly and quarterly reports as required.
* Maintaining records of documents processed for ready access and for producing various reports according to operating procedures.
* Preparing debtor lists, contacting clients in order to procure outstanding payments and escalating long standing/delinquent debtors to more Senior staff.
* Obtaining authorisation for payment from appropriate personnel, allocating expenditure to the correct budget account and arranging for the drawing of cheques and other forms of payment.
* Calculating the costs of proposed expenditure, wages and standard costs.

# Key skills

* Sound knowledge of organisation's Accounting procedures related to work performed.
* Understanding of spreadsheets, data analysis and reconciliation procedures.
* Strong administrative and procedural skills.
* Excellent attention to detail.
* Initiative and integrity.
* Team player.

# Internal contacts

Sales, Marketing, Warehouse & Distribution, Customer Support departments of the organisation.

# External contacts

Clients, Debt Collecting Agencies.

# Typical experience

At least 5 years related experience and may have, or be undertaking, a formal qualification in Accounting.

# Other comments

Alternative Title: Senior Accounts Clerk, Senior Accounts Payable Officer, Senior Accounts Receivable Officer. If the primary focus of this role is Accounts Receivable, employees may be involved in Credit Control activities.

# Position title: Accounts Officer

**Aon Position code: FIN.30112.2**

**Level: 2**

**Responsible for**

Performing basic and routine parts of the Accounts Payable and/or Accounts Receivable functions and general Accounting duties.

# Report to

Financial Accountant, Office Manager.

# Supervises

No supervisory responsibilities.

# Main activities

* Processing basic and routine functions related to Accounts Payable and/or Accounts Receivable and general Accounting duties, including invoicing, preparation and processing of cheques, payment advices, performing bank reconciliation's, compiling debtor statements and statutory returns, performing petty cash reconciliation's and preparing related documentation and correspondence.
* Making journal or data entries and extracting statistical data and reports from records for analysis.
* Assisting with month end accounting procedures and with the production of weekly, fortnightly, monthly and quarterly reports as required.
* Maintaining records of documents processed for ready access and producing various reports according to operating procedures.
* Preparing debtor lists, contacting clients in order to procure outstanding payments and escalating long standing/delinquent debtors to more senior staff.
* Obtaining authorisation for payment from appropriate personnel, allocating expenditure to the correct budget account and arranging for the drawing of cheques and other forms of payment.
* Assisting in calculating the costs of proposed expenditure, wages and standard costs.

# Key skills

* Growing knowledge of organisation's Accounting procedures related to work performed.
* Understanding of spreadsheets, data analysis and reconciliation procedures.
* Strong administrative and procedural skills.
* Excellent attention to detail.
* Initiative and integrity.
* Team player.

# Internal contacts

Sales, Marketing, Warehouse & Distribution, Customer Support departments of the organisation.

# External contacts

Clients, Debt Collecting Agencies.

# Typical experience

At least 12 months related experience and may have, or be undertaking, a formal qualification in Accounting.

# Other comments

Alternative Title: Accounts Clerk, Accounts Payable Officer, Accounts Receivable Officer. If the primary focus of this role is Accounts Receivable, employees may be involved in Credit Control activities.

# Position title: Chief Economist

**Aon Position code: FIN.30015.6**

**Level: 6**

**Responsible for**

Providing economic, planning information and expertise to the Management of the organisation - especially the Funds Management divisions.

# Report to

Chief Investment Officer, Divisional Manager - Investments.

# Supervises

Economists, Research Officers.

# Main activities

* Providing information to Management which will assist maintaining/growing a profitable mix of assets and liabilities.
* Developing and enhancing analytical tools for understanding economic indicators, such as interest rates and circulating this to management at all levels.
* Providing economic and planning expertise to Divisions including Funds Management, Treasury and Corporate Planning on matters such as the setting of interest rates.
* Providing financial projections and appraisals of foreign economies.
* Providing economic background and expertise to all Managers in the organisation thereby assisting them to become familiar with the external financial forces which regularly influence organisational policies.

# Key skills

* Exceptional research and analytical skills.
* Solid knowledge of both macro and microeconomic theory and its application to the real world.
* Well developed interpersonal and communication skills.
* Excellent presentation skills.

# Internal contacts

Divisional Managers, Department Managers, Specialist Support Staff, Investment Specialists.

# External contacts

Australian Bureau of Statistics, Academia, external Economic Analysts, various Federal and State Government Departments, Private Consultancies.

# Typical experience

Will have at least 8 years experience couple with an advanced degree in Economics.

# Other comments

**Position title: Economist**

**Aon Position code: FIN.30015.4**

**Level: 4**

**Responsible for**

Supplying comprehensive economic analysis of the economy and indicators of future business trends to Management as well as providing analysis of past performance.

# Report to

Chief Economist.

# Supervises

Research Assistants.

# Main activities

* Providing Management with a comprehensive analysis of the economy, financial markets and any other associated information which may influence certain operating decisions such as the setting of interest rates.
* Researching and supplying information to various departments in the organisation as to their specific requirements.
* Enhancing and developing economic analytical tools for use within the organisation.
* Providing input to the corporate planning section.
* Preparing papers for distribution to the branch network on matters of financial and general economic interest.

# Key skills

* Analysis and interpretation skills.
* Excellent presentation skills.
* Well developed interpersonal and communication skills.
* Good knowledge of both macro and micro economic theory and its application to the real world.

# Internal contacts

Specialist Support Staff, Investment Specialist, Divisional Managers, Department Managers.

# External contacts

Australian Bureau of Statistics, Academia, external Economic Analysts, various Federal and State Government Departments, Private Consultancies.

# Typical experience

Will have at least 3 years experience coupled with a University degree in Economics.

# Other comments

**Position title: Head of Financial Analysis & Planning Aon Position code: EXE.FI030.6**

**Level: 6**

**Responsible for**

Providing inputs into the financial budgeting and planning process as well as monitoring the financial health of the organisation

# Report to

Chief Financial Officer

# Supervises

Team of financial analysts

# Main activities

* Working with the CFO and other relevant stakeholders to create the financial strategy and annual budgets / plans for the organisation.
* Leading a team of analysts to monitor the financial health of the organisation and variance from the annual financial plan.
* Identifying opportunities for increasing the financial performance of the organisation and advising the business in a timely manner.
* Gathering financial performance data from business and relevant stakeholders to produce financial analysis by business unit / line, product categories, brands or manufacturing lines etc.

# Key skills

* Financial analysis
* Root cause analysis
* People management
* Stakeholder management

# Internal contacts

Chief Financial Officer, CEO, Function Heads, Business Heads

# External contacts

Financial auditors and consultants

# Typical experience

15+ years of experience in the Finance function with at least 10+ years in the financial analysis vertical

# Other comments

**Position title: Principal Quantitative/Predictive Modelling Analyst Aon Position code: ITC.45300.6**

**Level: 6**

**Responsible for**

Leads the strategic direction of a team of analytics professionals to develop & maintain market leading quantitative/predictive models.

# Report to

**Supervises**

A team of analytics professionals

# Main activities

* Builds and enhances team capabilities, e.g. through developing new features or modelling approaches.
* Leads the design of innovative quantitative/ predictive analytics solutions that deliver significant business value.
* Provides subject matter expertise in the field of quantitative/ predictive analytics to senior business and technology stakeholders.
* Demonstrated experience of statistical / economic / financial modelling theory with proven quantitative / empirical analytical or modelling aptitude.
* Provide appropriate advice and support to the Client Services teams including attendance at internal and external meetings

# Key skills

* Communicates technical subject matter clearly and concisely to individuals from various backgrounds.
* Advanced knowledge of data mining / predictive modeling tools such as R, SAS, SPSS, etc
* Solid problem solving skills, ability to analyse complex data, identify core issues, investigate, evaluate and reach appropriate conclusions/solutions
* PhD/Post Doc in a field with advance quantitative focus or Master or Bachelors degree with high distinction in modelling orientated discipline (e.g. Psychometrics, Statistics, Mathematics, Physics, Chemistry, Biology, Econometrics, Engineering etc.).

# Internal contacts

Analytics community across the organisation; Business user groups

# External contacts

Academia and research organisations

# Typical experience

7+ years experience in a leading international bank, credit bureau or information based company with 5+ years of people leadership experience and management of complex projects.

# Other comments

**Position title: Senior Quantitative/Predictive Modelling Analyst Aon Position code: ITC.45300.5**

**Level: 5**

**Responsible for**

Delivering advanced statistical models that solve defined business issues

# Report to

Principal Quantitative/Predictive Modelling

# Supervises

No supervisory activities

# Main activities

* Manages model development projects through project planning, stakeholder management and guidance to development project analysts to ensure that the value that can be obtained from the models can be maximised as efficiently as possible. Assists in the ongoing management and monitoring of models/solutions.
* Mines large multi-disciplinary structured and unstructured to gain deep business knowledge and insights of embedded relationships and/or behaviours.
* Demonstrated experience of statistical / economic / financial modelling theory with proven quantitative / empirical analytical or modelling aptitude.
* Provide appropriate advice and support to the Client Services teams including attendance at internal and external meetings

# Key skills

* Communicates technical subject matter clearly and concisely to individuals from various backgrounds.
* Advanced knowledge of data mining / predictive modeling tools such as R, SAS, SPSS, etc
* Solid problem solving skills, ability to analyse complex data, identify core issues, investigate, evaluate and reach appropriate conclusions/solutions
* Degree qualified or equivalent in mathematics, statistics, econometric modelling, quantitative methods, portfolio modelling or other analytical disciplines.

# Internal contacts

Analytics community across the organisation; Business user groups

# External contacts

Academia and research organisations

# Typical experience

5+ years of intensive experience in key econometric and statistical techniques (predictive modeling, logistic regression, survival analysis, panel data models, data mining methods, and other advanced statistical and econometric techniques).

# Other comments

**Position title: Quantitative/Predictive Modelling Analyst Aon Position code: ITC.45300.4**

**Level: 4**

**Responsible for**

Delivers advanced statistical models that solve defined business issues

# Report to

Principal Quantitative/Predictive Modelling Analyst

# Supervises

No supervisory activities

# Main activities

* Manages model development projects through project planning, stakeholder management and guidance to development project analysts to ensure that the value that can be obtained from the models can be maximised as efficiently as possible. Assists in the ongoing management and monitoring of models/solutions.
* Mines large multi-disciplinary structured and unstructured to gain deep business knowledge and insights of embedded relationships and/or behaviours.
* Demonstrated experience of statistical / economic / financial modelling theory with proven quantitative / empirical analytical or modelling aptitude.
* Provide appropriate advice and support to the Client Services teams including attendance at internal and external meetings

# Key skills

* Communicates technical subject matter clearly and concisely to individuals from various backgrounds.
* Advanced knowledge of data mining / predictive modeling tools such as R, SAS, SPSS, etc
* Solid problem solving skills, ability to analyse complex data, identify core issues, investigate, evaluate and reach appropriate conclusions/solutions
* Degree qualified or equivalent in mathematics, statistics, econometric modelling, quantitative methods, portfolio modelling or other analytical disciplines.

# Internal contacts

Analytics community across the organisation; Business user groups

# External contacts

Academia and research organisations

# Typical experience

3 - 5 years of intensive experience in key econometric and statistical techniques (predictive modeling, logistic regression, survival analysis, panel data models, data mining methods, and other advanced statistical and econometric techniques).

# Other comments

**Position title: Functional Lead of Commercial Aon Position code: FIN.30220.6**

**Level: 6**

**Responsible for**

Leading a team of Commercial Managers to provide cost and pricing information for tenders and is also responsible for the profitability, positioning and strategic direction of the function.

# Report to

Chief Executive Officer/Managing Director.

# Supervises

Commercial Managers, Commercial Specialists, Commercial Analysts.

# Main activities

* Responsible for profit optimisation, planning and analysis, scoping new business opportunities.
* Controlling new product development and creating effective pricing strategies for key product lines.
* Overseeing the development of innovative commercial business solutions in line with corporate financial targets and requirements.
* Identification and development of new business ideas and also strategic partnerships.
* Supporting Bid Managers in bid negotiations and providing guidance to Bid Managers and Bid teams on tender bid processes.
* Leading, developing and inspiring team with regards to day-to-day operations and future departmental development.

# Key skills

* Strong commercial and business acumen.
* Ability to negotiate effectively.
* Effective leadership and management skills and proven track record in staff management.

# Internal contacts

Senior Management, bid team, Sales and Marketing team, Chief Executives.

# External contacts

Other parties involved in contract negotiation, e.g. lawyers etc.

# Typical experience

10+ years commercial experience, of which some time has been spent in strategic business partnering, plus relevant tertiary qualifications.

# Other comments

**Position title: Commercial Manager**

**Aon Position code: FIN.30004.5**

**Level: 5**

**Responsible for**

Ensuring accurate and timely reporting for the results and expense management of the organisation or a particular business unit is maintained. Assist business unit managers or management of the organisation in commercial decision making to achieve overall business improvement.

# Report to

Chief Executive Officer/Managing Director.

# Supervises

Commercial/Business Analysts and/or Administrative staff.

# Main activities

* Structuring and negotiating new business deals to the best commercial advantage of the organisation.
* Providing commercial advice and support to the management team and contributing to senior management decision making.
* Drafting contractual terms and contracts, as well as monitoring and ensuring the successful delivery of business in accordance with the contractual terms.
* Making recommendations for profit improvement strategies and reviewing the viability and appropriateness of capital expenditure/business plans.
* Assisting with the development of innovative commercial business solutions in line with corporate financial targets and requirements.
* Providing ad-hoc financial reporting to the management team.
* Leading and mentoring the Commercial team.

# Key skills

* Strong commercial and business acumen.
* Ability to negotiate effectively.
* Well developed written and verbal communication skills.
* Developing staff management abilities.

# Internal contacts

Senior Management, bid team, Sales and Marketing team, Chief Executives.

# External contacts

Other parties involved in contract negotiation - e.g. lawyers etc.

# Typical experience

At least 7 - 10 years experience in a commercial role, coupled with relevant tertiary qualifications.

# Other comments

**Position title: Senior Commercial Analyst**

**Aon Position code: FIN.30220.4**

**Level: 4**

**Responsible for**

Ensuring the legal and commercial integrity of customer and supplier contracts to maximise efficiency and effectiveness of business assurance processes and managing contract negotiations to assist meet company’s objectives.

# Report to

Business Assurance Manager.

# Supervises

No supervisory responsibilities.

# Main activities

* Balancing the necessity to make sales with the need to write high quality business.
* Convincing customers and the market place that the company is professional in negotiating contracts.
* Promoting and utilising standard and non-standard contracts to ensure legal and commercial integrity of contracts.
* Providing recommendations to line management on legal and financial risk inherent in potential proposals or contracts.
* Ensuring the signing of contracts requiring all subsequent contracts to be read and checked with accompanying paperwork in order and in compliance with company procedures.
* Maintaining strong and constructive relationships with staff in other business units.
* Assisting in the development of new standard contract forms as necessary when dictated by product strategies.
* Carrying out projects and other assignments as agreed with Business Assurance Manager.

# Key skills

* Ability to gain and maintain the respect of the Sales and Marketing team.
* Management confidence in decisions and assessments.

# Internal contacts

Sales and Marketing departments, staff in other business units.

# External contacts

Other parties involved in contract negotiation - e.g. lawyers etc.

# Typical experience

5 - 7 years experience, coupled with relevant tertiary qualifications.

# Other comments

Alternative Title: Administration Manager/Business Affairs.

# Position title: Commercial Analyst

**Aon Position code: FIN.30220.3**

**Level: 3**

**Responsible for**

Qualitative and quantitative analysis of potential strategic business initiatives and providing business case assessments.

# Report to

Commercial Manager, Strategic Commercial Manager.

# Supervises

No supervisory responsibilities.

# Main activities

* Providing commercial and policy analytical input into business decisions.
* Undertaking financial and commercial assessments for the business.
* Undertaking market analysis of customers, products and industry trends.
* Preparing specialised reports and presentations to management.
* Supporting the development of budgets and financial plans.

# Key skills

* Strong analytical skills.
* Well developed commercial and business acumen.
* Good written and verbal communication skills.

# Internal contacts

Sales and Marketing staff, Management.

# External contacts

Clients and other parties involved in contract negotiation.

# Typical experience

At least 4 years experience in a commercial or business analyst role, coupled with relevant tertiary qualifications.

# Other comments

**Position title: Head of Pricing**

**Aon Position code: FIN.30104.6**

**Level: 6**

**Responsible for**

Providing accurate and timely reporting for the results and expense management of the organisation or a particular business unit is maintained. Assist business unit managers or management of the organisation in commercial decision making to achieve overall business improvement.

# Report to

Chief Executive Officer, Managing Director.

# Supervises

Commercial/Business Analysts and/or Administrative staff.

# Main activities

* Establishing national plans and strategies
* Identifying and delivering long-term pricing strategies
* Structuring and negotiating new business deals to the best commercial advantage of the organisation.
* Providing commercial advice and support to the management team and contributing to senior management decision making.
* Working with Executive/Strategic Management groups to build and implement pricing solutions in line with the business strategy
* Drafting contractual terms and contracts, as well as monitoring and ensuring the successful delivery of business in accordance with the contractual terms.
* Making recommendations for profit improvement strategies and reviewing the viability and appropriateness of capital expenditure/business plans.
* Assisting with the development of innovative commercial business solutions in line with corporate financial targets and requirements.
* Leading and mentoring the Commercial team.

# Key skills

* Strong commercial and business acumen.
* Ability to negotiate effectively.
* Well developed written and verbal communication skills.
* Developing staff management abilities.

# Internal contacts

Senior Management, Bid team, Sales and Marketing team, Chief Executives.

# External contacts

Other parties involved in contract negotiation - lawyers, etc.

# Typical experience

10+ years experience in a commercial role, coupled with relevant tertiary qualifications.

# Other comments

**Position title: Commercial Pricing & Analysis Manager Aon Position code: FIN.30104.5**

**Level: 5**

**Responsible for**

Providing decision making support to the business and advising on complex tender submissions. Managing and supporting the activities of the Pricing & Analysis team and ensuring a high level of customer satisfaction.

# Report to

Chief Financial Officer or other Senior Executives.

# Supervises

Pricing & Analysis team.

# Main activities

* Developing systems, procedures and reporting formats to facilitate sales and business analyses.
* Reviewing the pricing and commercial terms of major tenders/proposals.
* Contributing to or advising on the preparation of more complex tender submissions and assisting with client negotiations as required.
* Overseeing the development of pricing tools to assist the Pricing team.
* Providing analytical support to model and assess the viability of new product offerings.
* Overseeing the preparation of profitability and competitor analysis.
* Preparing and delivering client reports in accordance with contractually agreed timelines.
* Providing commercial decision making support.
* Understanding and agreeing on customer needs and service levels to ensure a high level of customer satisfaction.

# Key skills

* Excellent written and verbal communication skills.
* Strong customer service skills.
* Problem solving and decision making skills.
* Negotiation skills.
* Commercial acumen.
* Good industry/business knowledge.

# Internal contacts

Chief Financial Officer, Chief Executive Officer, Sales Managers, Pricing & Analysis team.

# External contacts

Clients.

# Typical experience

At least 7 years experience in pricing and/or business analysis, coupled with relevant tertiary qualifications.

# Other comments

**Position title: Commercial Pricing Analyst**

**Aon Position code: FIN.30104.4**

**Level: 4**

**Responsible for**

Providing financial planning costing and commercial due diligence support to new business development opportunities.

# Report to

New Business Analysis Manager.

# Supervises

No supervisory responsibilities.

# Main activities

* Providing decision support to contract negotiations, implementation and renewal.
* Using sophisticated computer modelling techniques to plan the cost and price of new business.
* Liaising with customer peers during bids.
* Advising bid team members on commercial aspects of the deal.
* Providing decision support to contract negotiations.
* Leading preparation of forecasts, budgets, operating statistics and financial analysis for business proposals, determining methods and timelines.
* Recognising and solving complex business problems though financial analysis.
* Using and creating advanced financial models to complete tasks and automate work.
* Developing an understanding of proposal development processes, and guidelines to produce quality deliverables.
* Participating in due diligence activities.

# Key skills

* Excellent verbal and written communication skills.
* Strong interpersonal skills and a team player.
* High level of business and technology understanding.
* Strong analytical skills and recognised as leading expert in speciality area.
* Able to apply methodologies to complex situations.

# Internal contacts

Service Delivery Managers, IT staff, Executive Management.

# External contacts

Clients, client employees, third party organisations, financiers, auditors.

# Typical experience

Some financial control and auditing experience. Must have recognised accounting qualification.

# Other comments

Alternative Title: Commercial/Financial Analyst.

# Position title: Sales Commission Administrator Aon Position code: ITS.15020.3

**Level: 3**

**Responsible for**

Administering the organisation's Sales Commission plan and assisting with the implementation of associated system improvements.

# Report to

Sales Manager, Sales Administration Manager, Sales Commission Manager.

# Supervises

No supervisory responsibilities.

# Main activities

* Supporting the implementation and delivery of the organisation's sales commission plan, ensuring data and reporting requirements are met in line with systems availability and complexity.
* Assisting with the implementation of the target setting process for individuals.
* Maintaining records of sales performance, recognition calculations and payments.
* Supporting sales commission plan participants and managers as necessary, enforcing policy compliance and escalating where appropriate.
* Ensuring the integrity of systems used in the sales commission process is achieved and maintained.
* Providing reporting for use in planning and budgeting.
* Liaising with Payroll to ensure payments are made on time.

# Key skills

* Excellent organisational and administrative skills.
* Developing knowledge of remuneration strategies, sales process and the legal framework around incentive plans.
* Project management skills.
* Excellent communication skills.
* Attention to detail.

# Internal contacts

Sales employees and Managers, Finance team, Payroll team.

# External contacts

Limited external contacts.

# Typical experience

1. - 5 years experience, with some Sales exposure. May possess or be working towards a tertiary qualification.

# Other comments

**Position title: Credit/Collections Manager**

**Aon Position code: CSP.35116.4**

**Level: 4**

**Responsible for**

Maintaining organisational debtors within limits of organisation's policy and ensuring protection of an organisation's investments, minimising losses and improving recoveries.

# Report to

Financial Controller, Customer Operations Manager.

# Supervises

Credit Control Officers, Collection Representatives.

# Main activities

* + Devising, maintaining and administering the organisation's Credit policy so as to provide planned cash flow for the business and to minimise the organisation's exposure to risk.
  + Authorising the granting of Credit to selected customers within the guidelines of company policy.
  + Directing and supervising the activities of the Credit Control function, ensuring both the timely collection of outstanding amounts and the maintenance of outstanding debts at acceptable levels.
  + Producing accurate and timely reports to monitor accounts and recommending policy and action on bad debt and escalating outstanding debts for debt collection.
  + Occasionally liaising directly with major debtors and negotiating new credit terms (in conjunction with Sales).
  + Developing and maintaining relationships with relevant external organisations (e.g. Police and Bankruptcy Agencies), leading to an effective exchange of confidential information.
  + Ensuring that systems documentation and procedures comply with legal/legislative requirements to as to avoid litigation and loss of income.
  + Assisting in the learning and development of operational staff to maintain and improve the efficiency of Credit control.

# Key skills

* + Ability to limit debtors and implement company Credit policy.
  + Negotiation and interpersonal skills.
  + Strong administration and management skills.

# Internal contacts

Sales Managers, Sales Representatives, Sales Administration staff, Legal Department, Operational staff, Finance and Administration staff.

# External contacts

Major Debtors, Debt Collection Agencies, Credit Reference Bureaus, Credit Referees, Other Financial Institutions, Solicitors, Financial Counsellors.

# Typical experience

7+ years of relevant experience usually coupled with CPA or similarly recognised qualifications in Credit Management.

# Other comments

May have membership of the Australian Institute of Credit Management. May have a functional link to Senior Accounting employees in operating divisions.

# Position title: Credit/Collections Team Leader Aon Position code: CSP.35416.3

**Level: 3**

**Responsible for**

Managing a team to deliver efficient and effective debt recovery and maintaining credit worthiness in a professional manner to assist in preserving and initiating business.

# Report to

Credit/Collections Manager.

# Supervises

Credit Control Officers, Collection Representatives.

# Main activities

* + Maintaining and administering the organisation's credit policy to minimise exposure to risk.
  + Authorising the granting of credit to selected customers within the guidelines of company policy.
  + Supervising the activities of the credit/collections team, ensuring both the timely collection of outstanding amounts and the maintenance of outstanding debts at acceptable levels.
  + Ensuring that systems documentation and procedures comply with legal/legislative requirements so as to avoid litigation and loss of income.
  + Recruiting, training and developing staff.
  + Reviewing procedures to ensure efficiency of operation.
  + Playing an active role in considering new technologies and new work practices.
  + Dealing with complex/escalated queries.
  + Producing accurate and timely reports to monitor accounts and recommending action on bad debt, escalating outstanding debt for debt collection.
  + Maintaining relationships with relevant external organisations (e.g. Police, Bankruptcy Agencies, Debt Collections Agencies) leading to an effective exchange of confidential information.

# Key skills

* + Ability to limit debtors and implement company credit/collection policy.
  + Negotiation and interpersonal skills.
  + Strong administration and team management skills.
  + Ability to train, motivate and provide feedback to staff in a team environment.
  + Good facilitation and communication skills.

# Internal contacts

Finance, Customer Operations, Sales and Marketing teams.

# External contacts

External credit agencies, customers.

# Typical experience

1. - 5 years relevant experience, usually coupled with a recognised qualification (diploma or certificate).

# Other comments

**Position title: Credit/Collections Officer**

**Aon Position code: CSP.35416.2**

**Level: 2**

**Responsible for**

Establishing the credit worthiness of customers and granting credit and/or managing debt recovery within pre-established policy guidelines.

# Report to

Credit/Collections Manager, Financial Controller.

# Supervises

No supervisory responsibilities.

# Main activities

* + Investigating credit worthiness of potential customers prior to entering into business arrangements and/or existing customers prior to entering into extended business arrangements.
  + Granting credit or recommending approval for credit within policy guidelines.
  + Preparing reports on credit ratings on customers.
  + Entering, maintaining and reconciling monthly debtor accounts.
  + Ensuring both the timely collection of outstanding amounts and the maintenance of outstanding debts at acceptable levels through contact with customers by telephone and letter.
  + Recommending actions to be taken with delinquent accounts and bad debts and passing on outstanding debts for debt collection and/or further legal action.
  + Processing all administrative material as required, processing computer returns and dealing with personal enquiries.

# Key skills

* + Ability to limit debtors and implement company credit policy.
  + Strong administrative, procedural and organisational skills.
  + Ability to deal with difficult customers and build relationships at all levels.
  + Excellent written and oral communication skills.
  + Strong negotiation skills.

# Internal contacts

Sales Managers and Representatives, Sales Administrative staff, Customer operations staff, Finance teams.

# External contacts

Major debtors, Debt Collection agencies.

# Typical experience

1+ years experience, coupled with a recognised qualification (diploma or certificate).

# Other comments

**Position title: Credit Assessment Specialist Aon Position code: CSP.35425.2**

**Level: 2**

**Responsible for**

Establishing the credit worthiness of customers by examining, evaluating and processing applications for credit or loans within pre-established policy guidelines.

# Report to

Credit/Collections Manager.

# Supervises

No supervisory responsibilities.

# Main activities

* + Investigating credit worthiness of potential customers prior to entering into business arrangements and/or existing customers prior to entering into extended business arrangements.
  + Granting credit or recommending approval for credit within policy guidelines.
  + Preparing reports on credit ratings on customers.
  + Participating in studies of economic conditions in selected industries and recommending appropriate changes in credit limits and practices.
  + Entering, maintaining and reconciling monthly debtor accounts.
  + Ensuring both the timely collection of outstanding amounts and the maintenance of outstanding debts at acceptable levels through contact with customers.
  + Recommending actions to be taken with delinquent accounts and bad debts and passing on outstanding debts for debt collection and/or further legal action.
  + Processing all administrative material as required, processing computer returns and dealing with personal enquiries.

# Key skills

* + Ability to limit debtors and implementing organisational Credit Control policy.
  + Strong administrative, procedural and organisational skills.
  + Ability to deal with difficult customers and build relationships at all levels.
  + Excellent verbal and written and communication skills.

# Internal contacts

Sales Managers, Sales Representatives, Sales Administrative Staff, Operations Staff, Warehouse & Dispatch Staff.

# External contacts

Major Debtors, Debt Collection Agencies.

# Typical experience

A minimum of 12 months experience coupled with a recognised qualification (diploma or certificate).

# Other comments

May be a member of the Australian Institute of Credit Management. This role works in a contact centre environment. For non- contact centre role, refer to Credit Control Officer.

# Position title: Recoveries Specialist

**Aon Position code: CSP.35426.2**

**Level: 2**

**Responsible for**

Tracking down customers who have outstanding payment and negotiating the payment from the customers.

# Report to

Credit/Collections Manager.

# Supervises

No supervisory responsibilities.

# Main activities

* + Researching the whereabouts of customers using skip tracing tools.
  + Conducting outbound calls to track down the customers.
  + Recording all the findings and actions taken.
  + Negotiating with customers for payment.
  + Accepting payment arrangements and settlements within an approved level.
  + Preparing instructions to legal representatives.

# Key skills

* + Knowledge of skip tracing methods and tools.
  + Sound knowledge of guidelines and practices in debt collection.
  + Outstanding negotiation skills.
  + Ability to maintain a positive and professional phone manner.
  + Excellent written and verbal communication skills.
  + A persistent attitude towards uncovering hidden details.
  + Proficient computer skills.

# Internal contacts

Legal, Sales, and Finance departments of the organisation.

# External contacts

Customers.

# Typical experience

At least 3 years experience in legal/collections role with customer service experience.

# Other comments

**Position title: Financial Accounting Manager Aon Position code: FIN.30210.5**

**Level: 5**

**Responsible for**

Line Manager responsibility for managing and controlling functional areas of the Financial Accounting department.

# Report to

Divisional Executive, Chief Financial Officer, Chief Executive Officer/Managing Director.

# Supervises

Financial Accounting and Administration staff.

# Main activities

* + Managing activities associated with organisational financial planning reports.
  + Providing high level analyses and commentary to Management.
  + Managing the co-ordination and maintenance of financial accounts and general ledger systems to ensure the maintenance of a common information base.
  + Managing budget processes and preparing various high level management reports on a monthly, quarterly and/or annual basis.
  + Establishing, developing and implementing effective financial accounting controls and systems within a state or nationally.
  + Maintain awareness of business outlooks, and provide primary interface on accounting matters to planning.
  + Delivers management level presentations on financial matters which highlight alternatives, recommendations, business implications, and risks.
  + Provide leadership, motivation, coaching, resources, and tools for a department of accounting professionals.

# Key skills

* + Skills in forecasting and control of liquidity.
  + Ability to analyse and communicate financial information.
  + Advanced knowledge of accounting theory, practice, and internal control.
  + Superior communication and negotiations skills required for regular interactions with Senior Management.

# Internal contacts

Divisional Managers, Internal Audit, MIS Manager, Sales and Marketing staff, Legal Officer.

# External contacts

External auditors, government officials, bank officials, customers and suppliers.

# Typical experience

At least 8 years relevant experience. Requires professional qualifications, normally CPA/CA.

# Other comments

**Position title: Senior Financial Accountant**

**Aon Position code: FIN.30010.4**

**Level: 4**

**Responsible for**

Organising the planning, budgeting and reporting of Financial transactions and information and/or supervising the coordination of budgeting processes on a monthly, quarterly and annual basis.

# Report to

Chief Accountant or Financial Controller.

# Supervises

May supervise Accounting Department staff.

# Main activities

* + Supervising activities associated with organisational financial planning reports.
  + Providing analyses and commentary to accounts and financial reports and assisting Managers to evaluate and integrate the information they receive.
  + Coordinating and maintaining the financial accounts and general ledger systems to ensure the maintenance of a common information base.
  + Coordinating various budget processes and preparing various management reports on a monthly, quarterly and/or annual basis.
  + Establishing and maintaining effective financial accounting controls and systems within a state or nationally.
  + Directing payroll activities and the maintenance of associated records.
  + Ensuring the security of financial systems and the integrity of audit trials.
  + Preparing and submitting statutory returns as required.

# Key skills

* + Skills in forecasting and control of liquidity.
  + Ability to analyse and communicate financial information.
  + Computer literacy - with a sound knowledge of Accounting software and spreadsheet programmes.

# Internal contacts

Divisional Managers, internal auditors, IT Managers, Sales & Marketing staff, Legal staff.

# External contacts

External auditors, government officials, bank officials, customers and suppliers.

# Typical experience

7+ years of relevant experience in the full range of Financial Accounting activities - including general accounting, financial analysis and reports. Will have completed CPA/CA.

# Other comments

A senior role organising mainstream accounting activities and providing experienced analysis and commentary to Management.

# Position title: Financial Accountant

**Aon Position code: FIN.30010.3**

**Level: 3**

**Responsible for**

Undertaking financial planning and budgeting, and collating all financial information required by various statutory authorities.

# Report to

Chief Accountant/Financial Controller.

# Supervises

Accounts Department staff.

# Main activities

* + Accountable for all financial budgeting and planning activities.
  + Preparing regular financial and statistical reports for various operating divisions.
  + Preparing all statistical and financial returns required by the statutory authorities.
  + Ensuring the correct and effective maintenance of the organisation's financial accounting and general ledger systems.
  + Ensuring requirements relating to both internal financial and external regulatory information are catered for by computerised information systems.
  + Regular liaison with both the internal and external auditors.
  + Maintenance of the fixed-asset register.

# Key skills

* + Skills in forecasting and control of liquidity.
  + Ability to analyse and communicate financial information.
  + A strong team player who can work autonomously when required.

# Internal contacts

Divisional Managers, internal auditors, IT Managers, Sales & Marketing staff, Legal Officers.

# External contacts

External auditors, Federal and State government officials, especially the Australian Taxation Office.

# Typical experience

Will have at least 4 years of experience in the full range of Financial accounting activities, coupled with recognised professional qualifications (or be working towards completion).

# Other comments

Alternative Titles: Accountant.

# Position title: Chief Financial Officer

**Aon Position code: EXE.FI010.7**

**Level: 7**

**Responsible for**

Establishing and controlling the financial systems and administrative services of the company, and providing financial information to the Chief Executive Officer and Directors.

# Report to

Chief Executive Officer/Managing Director.

# Supervises

Finance, Accounting, and Administration staff.

# Main activities

* + Directing the establishment of financial/accounting principles, procedures and practices in line with legal and corporate requirements.
  + Ensuring accurate and timely financial reports and forecasts for the whole organisation so as to provide a clear insight into its financial condition.
  + Advising on the financial implications of management decisions and establishing the financial soundness of proposed acquisitions and divestment of assets or businesses.
  + Ensuring that the profits of the organisation are protected through the establishment of effective financial controls; implementing and maintaining appropriate management accounting and reporting systems, budgetary controls and expenditure procedures.
  + Implementing policies to ensure the security of funds and assets, guiding the lodgement of tax and other returns to comply with all statutory requirements, and administering insurance cover and claims.

# Key skills

* + Requires formal qualifications (AASA/ACA) and considerable practical experience in financial planning, reporting and control.
  + Sound knowledge of international exchange transactions and import/export activities. The ability to organise and control major accounting systems is also required.

# Internal contacts

Functional management, company secretary, internal audit, IT Manager.

# External contacts

Financial institutions, major customers & suppliers, external auditors, investment advisers.

# Typical experience

At least 15 years practical experience in addition to tertiary qualifications.

# Other comments

**Position title: Financial Controller**

**Aon Position code: FIN.30012.6**

**Level: 6**

**Responsible for**

Controlling the Finance and Accounting strategies, methods, practices and procedures of a Division/Business Unit.

# Report to

Divisional Executive, Chief Financial Officer, Chief Executive Officer/Managing Director.

# Supervises

Financial/Management Accountants, accounting department staff and other support staff.

# Main activities

* + Preparing and presenting long term financial forecasts in relation to developing future strategies for the Division/Business Unit.
  + Providing analysis and commentary regarding accounts and financial reports within the Division/Business Unit.
  + Compiling and presenting information on costs and contribution by department and product.
  + Ensuring that all activities related to the Division/Business Unit's function comply with relevant federal and state government legislation.
  + Monitoring closely the financial status and exposures of the Division/Business Unit, and providing advice to Senior Management where appropriate.
  + Collating budgets, monitoring and reporting on performance.
  + Liaising with senior Accounting staff and coordinating activities within the Division/Business Unit.

# Key skills

* + Sound experience in Finance and Accounting in a corporate environment.
  + Ability to organise and control large accounting systems.
  + Leadership and analytical skills.
  + Excellent communication skills.

# Internal contacts

Finance & Administration staff, Divisional Managers, Sales & Marketing staff.

# External contacts

External Auditors, Government Officials, Bank Officials, Customers and Specialists.

# Typical experience

At least 10 years of relevant experience, coupled with relevant tertiary qualifications and membership of professional Accounting and/or Financial institutions.

# Other comments

This role organises and supervises Accounting activities to maintain control and accuracy in transactions on a Divisional/Business Unit basis and has considerable strategic responsibility.

Other titles: Head of Finance (RIN)

# Position title: Finance Manager

**Aon Position code: FIN.30012.5**

**Level: 5**

**Responsible for**

Controlling the organisation's Finance operations to ensure effective reporting and control of funds, import expenditures, capital expenditure, investments and assets.

# Report to

General Manager, National Finance Manager, Divisional Manager Finance, Finance Director/Chief Financial Officer.

# Supervises

Finance and Accounting Staff.

# Main activities

* + Organising and supervising finance systems in order to ensure timely and accurate production of accounts and reports.
  + Providing analysis and commentary regarding accounts and financial reports.
  + Providing regular reports, recommendations and interpretations to Senior Management on financial and operating data and variances in the budget.
  + Preparing and submitting statutory returns.
  + Establishing and continually modifying general accounting procedures and systems.
  + Collating corporate budgets, monitoring and reporting on performance.
  + Organising credit control.
  + Leading and coordinating a team of finance staff.

# Key skills

* + Strong Financial Management ability.
  + Analysis and interpretation skills.
  + Knowledge of import/export operations and foreign exchange.
  + Excellent communication skills and the ability to interact at a Senior Management level.
  + Leadership and mentoring skills.

# Internal contacts

Divisional Managers, Internal Auditors, Sales & Marketing Staff, Legal Officers.

# External contacts

External Auditors, Government Officials, Bank Officials, Customers and Suppliers.

# Typical experience

Will have 7 - 10 years experience coupled with relevant tertiary qualifications and membership of professional Accounting and/or Financial institutions.

# Other comments

**Position title: Senior Accountant**

**Aon Position code: FIN.30012.4**

**Level: 4**

**Responsible for**

Organising the planning, budgeting and reporting of financial transactions and information and/or supervising the coordination of budgeting processes and preparing various management reports on a monthly, quarterly and annual basis.

# Report to

Chief Accountant or Financial Controller.

# Supervises

May supervise Accounting Department staff.

# Main activities

* + Supervising activities associated with organisational financial planning and/or management accounting reports.
  + Providing analysis and commentary to accounts and Financial/Management reports and assisting managers to evaluate and integrate the information they receive.
  + Coordinating and maintaining the financial/management accounts and general ledger systems to ensure the maintenance of a common information base.
  + Coordinating various budget processes and preparing various management reports, mostly on a monthly, quarterly and annual basis.
  + Establishing and maintaining effective financial/management accounting controls and systems within a state or nationally.
  + Directing payroll activities and the maintenance of associated records.
  + Ensuring the security of financial systems and the integrity of audit trials.
  + Preparing and submitting statutory returns as required.
  + Preparing longer term management forecasts and plans, relying on the interpretation of projected trends and economic predictions.

# Key skills

* + Skills in forecasting and control of liquidity.
  + Ability to analyse and communicate financial information.
  + Computer literacy - with a sound knowledge of accounting software and spreadsheet programmes.

# Internal contacts

Divisional Managers, Internal Audit, Data Processing Manager, Sales & Marketing Staff, Legal Staff.

# External contacts

External Auditors, Government Officials, Bank Officials, Customers and Suppliers.

# Typical experience

At least 8 - 10 years of relevant experience in the full range of either financial and/or management accounting activities - including general accounting, financial analysis and reports - coupled with recognised professional qualifications.

# Other comments

A senior role organising mainstream accounting activities and providing experienced analysis and commentary to management.

# Position title: Accountant

**Aon Position code: FIN.30012.3**

**Level: 3**

**Responsible for**

Supervising the processing, analysis and reporting of financial transactions and information and/or supervising the coordination of budgeting processes and preparing various management reports on a monthly, quarterly and annual basis.

# Report to

Chief Accountant or Financial Controller.

# Supervises

May supervise and/or mentor more junior Accounting Department staff.

# Main activities

* + Performing activities associated with organisational financial planning and/or management accounting reports.
  + Providing analyses and commentary to accounts and financial/management reports and assisting managers to evaluate and integrate the information they receive.
  + Coordinating and maintaining the financial/management accounts and general ledger systems to ensure the maintenance of a common information base.
  + Coordinating and participating in various budget processes and preparing various management reports, mostly on a monthly, quarterly and annual basis.
  + Maintaining effective financial/management accounting controls and systems within a state or nationally.
  + Ensuring requirements relating to both internal financial/management and external regulatory information are catered for by computerised information systems - conducting special studies as required; developing or recommending accounting methods and procedures.
  + Ensuring the security of financial systems and the integrity of audit trials.
  + Preparing and submitting statutory returns as required.
  + Preparing longer term management forecasts and plans, relying on the interpretation of projected trends and economic predictions.
  + Supervising payroll activities and the maintenance of associated records.

# Key skills

* + Skills in forecasting and control of liquidity.
  + Ability to analyse and communicate financial information.
  + Computer literacy - with a sound knowledge of accounting software and spreadsheet programmes.

# Internal contacts

Divisional Managers, Internal Audit, Data Processing Manager, Sales & Marketing Staff, Legal Staff.

# External contacts

External Auditors, Government Officials, Bank Officials, Customers and Suppliers.

# Typical experience

At least 4 - 8 years of relevant experience in the full range of either financial and/or management accounting activities - including general accounting, financial analysis and reports - coupled with recognised professional qualifications.

# Other comments

**Position title: Assistant Accountant**

**Aon Position code: FIN.30012.2**

**Level: 2**

**Responsible for**

Supervising the processing, analysis and reporting of financial transactions and information and/or supervising the coordination of budgeting processes and preparing various management reports on a monthly, quarterly and annual basis.

# Report to

Chief Accountant or Financial Controller.

# Supervises

No supervisory responsibilities.

# Main activities

* + Performing activities associated with organisational financial planning and/or management accounting reports.
  + Providing analyses and commentary to accounts and financial/management reports.
  + Maintaining the financial/management accounts and general ledger systems (at least to trial balance stage) to ensure the maintenance of a common information base.
  + Assisting with various budget processes and assisting with the preparation of various management reports, mostly on a monthly, quarterly and annual basis.
  + Assisting with the reporting on, and monitoring of, cash flow and liquidity.
  + Ensuring requirements relating to both internal financial/management and external regulatory information are catered for by computerised information systems.
  + Assisting with the preparation and submission of statutory returns as required.
  + Assisting with special investigations/projects concerning a wide-range of commercial accounting issues as required.
  + Providing or supervising the clerical activities involved in such activities as reconciling the inter-organisational information required for management reporting purposes.

# Key skills

* + Ability to analyse and communicate financial information.
  + Sound knowledge of organisational accounting procedures.
  + Developing skills within financial/management accounting principles.
  + Computer literacy - with a sound knowledge of accounting software and spreadsheet programmes.

# Internal contacts

Divisional Managers, Internal Audit, IT Staff, Sales & Marketing Staff, Legal Staff.

# External contacts

External Auditors, Government Officials, Bank Officials, Customers and Suppliers.

# Typical experience

At least 2 - 4 years of relevant accounting experience - including exposure to such activities as general accounting, financial analysis and reports. Will possess (or be working towards to the completion of) recognised professional qualifications

# Other comments

A developmental role within the organisation's accounting area.

# Position title: Systems Accountant

**Aon Position code: FIN.30412.3**

**Level: 3**

**Responsible for**

Providing an interface between the accounting branches and systems to achieve effective and efficient internal accounting computer systems.

# Report to

Chief Accountant

# Supervises

May mentor less experienced accounting employees.

# Main activities

* + Providing assistance to management on the implementation and maintenance of internal accounting systems (e.g. financial management information system, general ledger, budget and planning applications) via feasibility studies, systems evaluations and/or costing analysis studies.
  + Reviewing and designing accounting systems to ensure functionality is kept up to date and in line with all statutory regulations and corporate guidelines.
  + Ensuring that internal accounting systems meet end-user needs.
  + Liaising with internal audit employees to ensure appropriate internal controls and integrity levels within the accounting systems are maintained and improved.
  + Project managing system evaluation activities and coordinating training needs analysis relating to system developments.

# Key skills

* + Strong technical and systems accounting skills.
  + Broad knowledge of commercial accounting systems within a wide range of accounting disciplines.
  + Broad knowledge of main frame computer accounting systems, PC applications (word processing and spreadsheets) and project management techniques.
  + Ability to proactively quantify and deliver end-user requirements whilst ensuring overall accounting strategies are maintained.
  + System analysis, documentation/flowcharting and report writing skills with keen problem solving skills.
  + General knowledge of total quality methods and business re-engineering principles.
  + Effective negotiation and communication (written and verbal) skills.

# Internal contacts

Finance & Administration Staff; Accounting System Users; IT/Technical Employees.

# External contacts

Accounting Software Vendors.

# Typical experience

Will have 6 - 8 years general accounting experience with approximately 3 - 4 years specifically in accounting systems coupled with relevant tertiary qualifications gained in an Accounting and/or Computer Science discipline.

# Other comments

**Position title: Senior Financial Analyst**

**Aon Position code: FIN.30210.4**

**Level: 4**

**Responsible for**

Organising the planning, budgeting and reporting of Financial transactions and information and/or supervising the coordination of budgeting processes on a monthly, quarterly and annual basis.

# Report to

Chief Accountant, Financial Controller, Financial Accounting Manager.

# Supervises

May supervise Accounting Department staff.

# Main activities

* + Supervising activities associated with organisational Financial planning reports.
  + Providing analyses and commentary to accounts and Financial reports and assisting Managers to evaluate and integrate the information they receive.
  + Coordinating and maintaining the Financial accounts and general ledger systems to ensure the maintenance of a common information base.
  + Coordinating various budget processes and preparing various management reports on a monthly, quarterly and/or annual basis.
  + Establishing and maintaining effective Financial accounting controls and systems within a state or nationally.
  + Directing payroll activities and the maintenance of associated records.
  + Ensuring the security of Financial systems and the integrity of audit trials.
  + Preparing and submitting statutory returns as required.

# Key skills

* + Skills in forecasting and control of liquidity.
  + Ability to analyse and communicate Financial information.
  + Computer literacy - with a sound knowledge of Accounting software and spreadsheet programmes.

# Internal contacts

Divisional Managers, Internal Audit, IT Manager, Sales & Marketing Staff, Legal Staff.

# External contacts

External Auditors, Government Officials, Bank Officials, Customers and Suppliers.

# Typical experience

7+ years of relevant experience in the full range of Financial Accounting activities - including general accounting, financial analysis and reports. Will have completed CPA/CA.

# Other comments

A senior role organising mainstream accounting activities and providing experienced analysis and commentary to Management.

# Position title: Financial Analyst

**Aon Position code: FIN.30210.3**

**Level: 3**

**Responsible for**

Undertaking financial planning and budgeting, and collating all financial information required by various statutory authorities.

# Report to

Chief Accountant/Financial Controller.

# Supervises

Accounts Department staff.

# Main activities

* + Accountable for all Financial budgeting and planning activities.
  + Preparing regular Financial and statistical reports for various operating divisions.
  + Preparing all statistical and Financial returns required by the statutory authorities.
  + Ensuring the correct and effective maintenance of the organisation's Financial accounting and general ledger systems.
  + Ensuring requirements relating to both internal Financial and external regulatory information are catered for by computerised information systems.
  + Regular liaison with both the Internal and External Auditors.
  + Maintenance of the fixed-asset register.

# Key skills

* + Skills in forecasting and control of liquidity.
  + Ability to analyse and communicate Financial information.
  + A strong team player who can work autonomously when required.

# Internal contacts

Divisional Managers, Internal Auditors, IT Manager, Sales & Marketing staff, Legal Officer.

# External contacts

External Auditors, Federal and State Government Officials, especially the Taxation Office.

# Typical experience

Will have at least 4 years of experience in the full range of Financial accounting activities, coupled with recognised professional qualifications (or be working towards completion).

# Other comments

Alternative Title: Accountant.

# Position title: Head of Internal Audit

**Aon Position code: EXE.FI040.6**

**Level: 6**

**Responsible for**

Preparing and implementing a risk-based audit plan to assess, report and make suggestions for improving the company’s key activities and internal controls

# Report to

Chief Financial Officer

# Supervises

Team of finance professionals with an Audit expertise

# Main activities

* + Creating an audit plan for the organisation and working with external auditors to achieve it
  + Direct, conduct and supervise the planned internal audits for the divisions and facilities
  + Managing internal audit to ensure that all procedures are carried out to legal and financial standards/requirements.
  + Ensuring adequacy and compliance of systems and processes
  + Drive compliance with regulations and accounting policies

# Key skills

* + Financial audit
  + Project management
  + People management
  + Stakeholder management

# Internal contacts

Chief Financial Officer, CEO, Function heads, Business Unit heads

# External contacts

External Auditors, Regulators and government authorities

# Typical experience

12+ years of experience in the finance function with at least 8+ years in internal audit

# Other comments

**Position title: Internal Audit Manager**

**Aon Position code: FIN.30002.5**

**Level: 5**

**Responsible for**

Verifying the accuracy of all operating divisions returns and ensuring the organisation's financial systems and controls operate effectively.

# Report to

Chief Executive Officer, Financial Divisional Manager.

# Supervises

A team of Internal Auditors, Legal Advisers, External Auditors.

# Main activities

* + Ensuring regular and prescribed audits of all operating branches and departments are undertaken in accordance with laid down policies and procedures.
  + Presenting regular audit reports to management verifying the accuracy of all transactions and reporting on other significant findings in the organisation's operations.
  + Improving audit techniques continually, often using computer based methods.
  + Controlling the investigation of major defalcations and referring findings on to relevant Legal/Criminal Investigation Officers.
  + Recommending changes for improvement to the organisation's financial methods.

# Key skills

* + Knowledge of the organisation's operating activities, financial systems, controls and computer based audit techniques.

# Internal contacts

Finance and Accounting staff, Department Heads.

# External contacts

Legal Advisers, External Auditors, Police.

# Typical experience

A qualified Accountant CPA or ACA with at least 8 - 10 years experience.

# Other comments

Alternative Title: Internal Audit Manager.

# Position title: Internal Audit Team Leader

**Aon Position code: FIN.30102.4**

**Level: 4**

**Responsible for**

Supervising a team of Internal Audit employees in carrying out routine audits of the organisation's operating divisions.

# Report to

Internal Audit Manager.

# Supervises

A team of Internal Audit staff.

# Main activities

* + Planning and executing audits in accordance with accepted review standards.
  + Preparing and maintaining reports detailing audit activities and any significant results.
  + Participating in discussions on the findings and deficiencies in various operating systems and recommending corrective action.
  + Undertaking special audit assignments at the request of management.
  + Supervising Audit employees in terms of job training and checking work output.
  + Ensuring good relationships with Operational staff.

# Key skills

* + Knowledge of the organisation's operating activities, financial systems, controls and computer based audit techniques.

# Internal contacts

Finance and Accounting staff, Department Heads.

# External contacts

External Auditors.

# Typical experience

Will have at least 5+ years experience and be an experienced Accountant with relevant professional accounting qualifications.

# Other comments

**Position title: Senior Internal Auditor**

**Aon Position code: FIN.30002.4**

**Level: 4**

**Responsible for**

Performing compliance and value audits of operations and assisting in planning, scheduling and monitoring portions of the Audit Program.

# Report to

Internal Audit Manager.

# Supervises

May supervise casual resources and lead a team of Auditors on specific audit tasks.

# Main activities

* + Conducting audits in accordance with accepted review standards.
  + Evaluating compliance with Acts, Policies and Procedures.
  + Reviewing reliability and integrity of financial, operating and management information.
  + Reviewing the means of safeguarding assets.
  + Evaluating the economy, efficiency and effectiveness of operations.
  + Forming opinions and assisting management on the adequacy of management, financial and operational controls.
  + Assisting the manager plan, schedule and monitor performance against the Audit Program.
  + Participating in computer based auditing of operations.
  + Participating in an advisory capacity on projects and systems.
  + Leading a team of Auditors.

# Key skills

* + Strong written and oral communication skills.
  + Well developed analytical skills.
  + Knowledge of the organisation's operating activities, financial systems, controls and audit techniques.

# Internal contacts

Internal Audit staff, Operational staff.

# External contacts

External Auditors, Supervisory bodies and Legal Advisors.

# Typical experience

At least 3 - 5 years of experience in Auditing or a related field, coupled with appropriate tertiary qualifications and membership with a professional body.

# Other comments

**Position title: Internal Auditor**

**Aon Position code: FIN.30002.3**

**Level: 3**

**Responsible for**

Evaluating compliance with legislative provisions, policies and procedures. Assessing the adequacy of systems of internal control and reviewing the efficiency and effectiveness of computing operations.

# Report to

Internal Audit Manager.

# Supervises

Typically no supervisory responsibilities.

# Main activities

* + Planning and executing audits in accordance with accepted review standards.
  + Evaluating compliance with Acts, Policies and Procedures.
  + Reviewing reliability and integrity of financial, operating and management information.
  + Ensuring that risk management, control and governance processes are appropriately maintained.
  + Evaluating the efficiency and effectiveness of operations.
  + Assisting the Manager to plan, schedule and monitor performance against the Audit Program.
  + Participating in computer based auditing of operations.

# Key skills

* + Knowledge of the organisation's operating activities, financial systems, controls and computer based audit techniques.
  + Strong written and oral communication skills.
  + Well developed analytical skills.

# Internal contacts

Internal Audit Staff, Operational Staff.

# External contacts

External Auditors, Legal Advisers.

# Typical experience

Will have 3 - 5 years experience coupled with appropriate tertiary qualifications.

# Other comments

**Position title: Management Accounting Manager Aon Position code: FIN.30013.5**

**Level: 5**

**Responsible for**

Line Manager responsibility for managing and controlling functional areas of the Management Accounting department.

# Report to

Divisional Executive, Chief Financial Officer, Chief Executive Officer/Managing Director.

# Supervises

Management Accounting staff and Administration staff.

# Main activities

* + Provide Business Units and Senior Management with financial tracking & advice against profit & loss performance.
  + Enhance processes to achieve more accurate and timely information for Business Units to free up resources for more value added work.
  + Modelling and evaluation of the financial assumptions and implications of business unit projects/initiatives.
  + Develop management reporting systems and accounting methods in order to improve existing financial management reporting system and budget variance reporting.
  + Preparation of Business Unit budgets and provision of information for inclusion in business unit Strategic Plans.
  + Collating information from the operating divisions and consolidating into various high level management reports mostly on a monthly, quarterly and annual basis.
  + Provide leadership, motivation, coaching, resources, and tools for a department of accounting professionals

# Key skills

* + Skills in forecasting and control of liquidity.
  + Ability to analyse and communicate Financial information.
  + Advanced knowledge of accounting theory, practice, and internal control.
  + Superior communication and negotiations skills required for regular interactions with senior management.

# Internal contacts

Accounts Department, Functional Managers.

# External contacts

External Auditors, Government Officials, Bank Officials, Customers and Suppliers.

# Typical experience

At least 8 years of relevant experience in the full range of Management Accounting activities - including general accounting, financial analysis and management reporting. Will have completed CPA/CA.

# Other comments

**Position title: Senior Management Accountant Aon Position code: FIN.30013.4**

**Level: 4**

**Responsible for**

Supervising the coordination of budgeting process and preparing various management reports on a monthly, quarterly and annual basis.

# Report to

Divisional Manager - Finance, Chief Accountant/Financial Controller.

# Supervises

Assistant Accountant and Clerical staff.

# Main activities

* + Liaising with Operational Managers to assist them in preparing their management information reporting systems.
  + Collating information from the operating divisions and consolidating into various management reports mostly on a monthly, quarterly and annual basis.
  + Assisting Managers to evaluate and integrate the information they receive.
  + Liaising with the Financial Accountants to ensure the maintenance of a common information base.
  + Preparing longer term management forecasts and plans, relying on the interpretation of projected trends and economic predictions.

# Key skills

* + Skills in forecasting and control of liquidity.
  + Ability to analyse and communicate financial information.

# Internal contacts

Accounts Department, Functional Managers.

# External contacts

Other financial institutions, Economic Advisers and Computer Software Suppliers.

# Typical experience

At least 7 years of relevant experience in the full range of Management Accounting activities - including general accounting, financial analysis and management reporting. Will have completed CPA/CA.

# Other comments

**Position title: Management Accountant**

**Aon Position code: FIN.30013.3**

**Level: 3**

**Responsible for**

Undertaking various management accounting activities.

# Report to

Divisional Manager - Finance, Chief Accountant/Financial Controller.

# Supervises

Assistant Accountant and Clerical staff.

# Main activities

* + Liaising with Operating Managers to assist them in preparing their Management information reporting systems.
  + Collating information from the operating divisions and consolidating into various Management reports, mostly on a monthly, quarterly and annual basis.
  + Assisting Managers to evaluate and integrate the information they receive.
  + Liaising with the Financial Accountants to ensure the maintenance of a common information base.
  + Preparing longer-term Management forecasts and plans, often relying on the interpretation of projected trends and economic predictions.

# Key skills

* + Skills in forecasting and control of liquidity.
  + Ability to analyse and communicate financial information.
  + A strong team player who can work autonomously when required.

# Internal contacts

Divisional Managers, Internal Auditors, Data Processing Manager, Sales and Marketing staff, Legal Officer.

# External contacts

Other financial institutions, Economic Advisers, External Auditors, Fund Managers and Computer Software Suppliers.

# Typical experience

Will have at least 4 years of experience in the full range of Management accounting activities and may have completed or be undertaking their CA/CPA.

# Other comments

**Position title: Payroll Manager**

**Aon Position code: FIN.30016.4**

**Level: 4**

**Responsible for**

Managing the payroll function and staff associated with the processing of all manual and automated payments.

# Report to

Finance Manager or Senior Human Resources Manager.

# Supervises

May supervise a payroll team of 2 to 10 staff.

# Main activities

* + Monitoring correctness, eligibility and timeliness of payments in terms of Awards, EBA's, Employment Contracts, organisational policies and other relevant legislation.
  + Overseeing and monitoring annual projects such as issue of performance payments.
  + Assisting in the design and implementation of enhancements to the organisation's payroll system and procedures.
  + Managing and supervising payroll staff including training and development and performance reviews.
  + Liaising with internal and external auditors.
  + Ensuring accurate preparation of workers' compensation returns, payroll tax returns and group tax reconciliations.
  + Overseeing the efficient preparation of management reports based upon information within the payroll system.
  + Resolving/answering queries relating to payroll across the company.

# Key skills

* + Knowledge of legislative requirements in respect of PAYG, FBT, payroll tax and EEO principles.
  + Sound understanding of Industrial Award/Enterprise Agreements, organisation's payroll system and salary grades.
  + Strong leadership ability, excellent communication and well developed interpersonal skills.
  + Tact, diplomacy and assertiveness in applying policy.
  + Sound knowledge of the organisation's human resource information system and computerised payroll system.
  + Numeric accuracy.

# Internal contacts

Payroll Staff, Human Resources, IT Department.

# External contacts

Outsourced Payroll Services, Industry and Employer Organisations, relevant government departments such as the Department of Industrial Relations and Trade Union officials.

# Typical experience

Strong background in payroll, with at least 4 - 6 years relevant experience. May have tertiary qualifications in Finance or Accounting.

# Other comments

**Position title: Senior Payroll Officer**

**Aon Position code: FIN.30016.3**

**Level: 3**

**Responsible for**

Supervising and participating in the processing of all manual and automated payments to staff while ensuring compliance with all related legislation.

# Report to

Payroll Manager, Human Resource Administration Manager of Chief Accountant.

# Supervises

May supervise a small team of Payroll Officers.

# Main activities

* + Ensuring salaries and wages are distributed accurately and on time as per EBA, Award, Employment Contracts and other legislative requirements.
  + Interpreting awards/agreements/contracts.
  + Preparing, balancing and reconciling the following: payroll tax, PAYG tax and FBT, superannuation, annual group certificates.
  + Maintaining leave, sickness and accident records.
  + Maintaining overtime reports.
  + Preparing management reports based upon information within the payroll system.
  + Undertaking required statutory reporting.
  + Assisting Payroll Officer/s and conducting training of junior payroll staff as required.
  + Resolving/answering queries relating to payroll across the organisation.

# Key skills

* + Understanding of computerised payroll systems and Human Resource Information Systems (HRIS).
  + Developing knowledge of related legislation relating to Industrial Awards/Enterprise Agreements, PAYG, FBT, payroll tax and EEO principles.
  + Good understanding of the organisation's policies as they relate to payroll.
  + Excellent communication and interpersonal skills.
  + Ability to explain policies and procedures.
  + Tact, diplomacy and assertiveness in applying policy.

# Internal contacts

Payroll staff, IT Department, Human Resources.

# External contacts

Payroll Services/Data Processing Bureau, Industry and Employer organisations, relevant government departments such as the Department of Industrial Relations, various Trade Union officials.

# Typical experience

Around 3 - 5 years of practical experience in Payroll. May have tertiary qualifications in Finance or Accounting.

# Other comments

Alternative Title: Payroll Supervisor/Team Leader.

# Position title: Payroll Officer

**Aon Position code: FIN.30016.2**

**Level: 2**

**Responsible for**

Administering and processing all manual and automated payments to staff.

# Report to

Senior Payroll Officer, Payroll Manager, Human Resources Manager, Chief Accountant or General Manager in a smaller organisation or division.

# Supervises

No supervisory responsibilities.

# Main activities

* + Preparing weekly and monthly payrolls and distributing to all staff.
  + Ensuring all time sheets, payroll changes, records and other related material is received prior to close of payroll run.
  + Assisting with the preparation, balancing and reconciliation of the following: payroll tax, group tax, PAYG tax and FBT, superannuation, annual group certificates, group and workers compensation premiums and authorised payroll deductions.
  + Maintaining pay records, employee records, leave records and related information.
  + Providing details of organisational superannuation contributions as processed through the payroll.
  + Undertaking all coding related to salaries and leave.
  + Calculating, paying and coding all casual employees' pays.
  + Calculating termination pays.
  + Assisting in the preparation of management reports based upon information within the payroll system.
  + Maintaining both computerised and paper based filing systems.

# Key skills

* + Knowledge of basic payroll procedures, organisational structure, Awards and organisational policies.
  + Good communication and interpersonal skills.
  + PC application skills e.g.. Spreadsheets.
  + Good time management skills.

# Internal contacts

Payroll Staff, All Staff, Management.

# External contacts

External Payroll Bureau, Software suppliers.

# Typical experience

Will have 1 - 2 years experience in payroll coupled with senior high school level of education.

# Other comments

Alternative title: Payroll Clerk.

# Position title: Head of Tax

**Aon Position code: FIN.30112.6**

**Level: 6**

**Responsible for**

Delivering value to shareholders and ensuring compliance with statutory filing obligations and providing appropriate financial information on the tax position for internal and external reporting purposes. Responsibility for tax strategy and alignment with relevant Group tax strategy.

# Report to

This role would typically report to the Group Head of Tax.

# Supervises

Tax Managers, Tax Accountants.

# Main activities

* + Creation of innovative, efficient and tax effective structures and ideas, locally and through working with the Group Tax team and the Group as a whole, to minimise the impact of tax on the operations and financial position of the business.
  + Design, creation and implementation of legal, corporate, commercial and financial structures and products to maximise tax and legislative opportunities arising from all local activities.
  + Advice on relevant corporate acquisitions/disposals and commercial ventures to ensure tax efficiency of transactions and that all external documents and public/shareholder communications have received tax sign-off.
  + To influence the development of tax legislation and policy locally (through building up a network of contacts both within and outside government and other bodies).

# Key skills

* + To consistently and continually re-evaluate, redefine and modify the corporate, legal or commercial structures, as appropriate, for changing corporate activities and commercial needs.
  + To provide tax input on all mergers, acquisitions and other corporate activities as appropriate.
  + To provide tax input on all relevant funding issues.
  + To continually look for and review opportunities/ideas to reduce the tax cost of the company.
  + To provide tax input into the design, distribution and marketing of local or global products and services designed to minimise the negative effects of GST on these products and to maximise the opportunities arising out of different regimes and legislative opportunities.
  + To ensure that all relevant tax returns and filings are completed within the statutory time limits and that penalties and interest costs are minimised.
  + To manage the local filings and audit process to minimise exposures and adverse adjustments and be accountable for policy adherence, sign-off and attestation of accuracy for procedure documentation and controls in place.
  + To ensure that the financial information for tax in the internal and external reporting documentation process is accurate and provides a true and fair representation of the assets and liabilities of the local entities.

# Internal contacts

Chief Financial Officer, Group Head of Tax.

# External contacts Typical experience

Minimum of 10 - 12 years tax experience- industry and/other profession. Degree qualified Finance and/or Law. Extensive knowledge and experience of domestic and international direct and indirect taxation, GST, and other taxes.

# Other comments

**Position title: Taxation Manager**

**Aon Position code: FIN.30112.5**

**Level: 5**

**Responsible for**

Providing leadership and advice on corporate tax policy and participating in planning the organisation's activities to optimise tax costs and ensure tax compliance consistently and in line with corporate objectives.

# Report to

Financial Controller/Divisional Financial Controller.

# Supervises

May supervise a small team of Tax Accounting staff.

# Main activities

* + Ensuring that all required taxation returns are prepared in compliance with various tax regulations and ensuring adequate provisions are made for the payment of taxes.
  + Representing the organisation in the event of audits, investigations or queries from revenue authorities.
  + Coordinating the lodgement of tax returns, reviewing assessments for objections on appeals, personally presenting and arranging objections or appeals and authorising payments of taxes.
  + Formulating, implementing and maintaining tax procedures and policies which includes the training of employees in correct methods of allocating costs such as travelling and entertainment.
  + Determining requirements for research designed to establish compliance with applicable tax laws at minimal cost and directing corporate programmes to ensure such compliance.
  + Providing advice to Management of the tax implications of proposed major transactions including mergers, acquisitions and disposal of assets and recommending necessary changes if required.
  + Advising the organisation of developments and the impact of new or proposed legislation, decisions, regulations and rulings in tax and related areas.
  + Advising Management of appropriate means to effectively reduce the incidence of tax by investigating opportunities and promoting tax awareness throughout the organisation.
  + Employing and directing the services of professional tax consultants as required.

# Key skills

* + Thorough knowledge of relevant Tax Assessment Act and associated legislation.
  + Initiative planning and decision making.
  + Business Awareness.
  + Communication, analytical and computer skills.
  + Ability to build strong working relationships.

# Internal contacts

Finance and Administration Staff, Marketing & Sales Managers, Line Managers, Internal Audit.

# External contacts

Taxation and Legal Advisers, External Auditors, Customers and Suppliers.

# Typical experience

At least 10 years general accounting experience with more than 5 years in taxation management, coupled with relevant tertiary qualifications - usually in Accounting, Commerce or Law.

# Other comments

**Position title: Senior Taxation Accountant**

**Aon Position code: FIN.30212.4**

**Level: 4**

**Responsible for**

Organising and providing advice on Taxation issues relating to specific business units and ensuring compliance with relevant tax laws and regulations.

# Report to

Corporate Taxation Manager, Financial Controller, Chief Accountant.

# Supervises

May supervise more junior staff in the Taxation Department.

# Main activities

* + Providing Taxation advice to the Financial Controller and Business Unit Managers concerning the impact of new or proposed legislation, decisions, regulations and rulings in tax and related areas.
  + Overseeing research assistance and reviewing advice notes and related correspondence for the Corporate Taxation Manager on day-to-day issues.
  + Participating in planning activities to optimise tax costs - consistent with overall corporate objectives.
  + Liaising with the Australian Taxation Office in relation to tax issues, audits and reviewing assessments.
  + Ensuring that all required Taxation returns are prepared in compliance with various tax regulations and ready for approval by the Corporate Taxation Manager.
  + Organising and assisting with formulating, implementing and maintaining tax procedures and policies which includes the training of employees in correct methods of allocating costs such as travelling and entertainment.
  + Maintaining an up-to-date knowledge of the relevant tax laws and regulations and ensuring compliance by the organisation.
  + Reviewing tax accounting information regularly - at least biannually.

# Key skills

* + Thorough knowledge of relevant Tax Assessment Act and associated legislation.
  + Initiative planning and decision making.
  + Business Awareness.
  + Communication, analytical and computer skills.

# Internal contacts

Internal Audit, Line Managers, Finance and Administration Staff.

# External contacts

Australian Taxation Office, Taxation and Legal Advisors.

# Typical experience

7+ years of general accounting experience coupled with both a good knowledge of taxation law and relevant tertiary qualifications - usually in Accounting, Commerce or Law.

# Other comments

Alternative Title: Taxation Officer.

# Position title: Taxation Accountant

**Aon Position code: FIN.30212.3**

**Level: 3**

**Responsible for**

Providing advice on taxation issues relating to specific business units and ensuring compliance with relevant tax laws and regulations.

# Report to

Corporate Taxation Manager, Financial Controller, Chief Accountant.

# Supervises

No supervisory responsibilities.

# Main activities

* + Providing taxation advice to the Financial Controller and Business Unit Managers concerning the impact of new or proposed legislation, decisions, regulations and rulings in tax and related areas.
  + Providing research assistance and drafting advice notes and related correspondence for the Corporate Taxation Manager on day-to-day issues.
  + Participating in planning activities to optimise tax costs - consistent with overall corporate objectives.
  + Liaising with the Australian Taxation Office in relation to tax issues, audits and reviewing assessments.
  + Ensuring that all required taxation returns are prepared in compliance with various tax regulations and ready for approval by the Corporate Taxation Manager.
  + Assisting with formulating, implementing and maintaining tax procedures and policies which includes the training of employees in correct methods of allocating costs such as travelling and entertainment.
  + Maintaining an up-to-date knowledge of the relevant tax laws and regulations and ensuring compliance by the organisation.
  + Reviewing tax accounting information regularly - at least biannually.

# Key skills

* + Thorough knowledge of relevant Tax Assessment Act and associated legislation.
  + Initiative planning and decision making.
  + Business Awareness.
  + Communication, analytical and computer skills.

# Internal contacts

Internal Audit, Line Managers, Finance and Administration Staff.

# External contacts

Australian Taxation Office, Taxation and Legal Advisors.

# Typical experience

Will have at least 4 years of general accounting experience coupled with both a good knowledge of taxation law and relevant tertiary qualifications - usually in Accounting, Commerce or Law.

# Other comments

Alternative Title: Taxation Officer.

# Position title: Group Treasurer/Head of Treasury Aon Position code: FIN.30018.6

**Level: 6**

**Responsible for**

Managing all treasury functions and legal documentation of the organisation.

# Report to

Chief Financial Officer.

# Supervises

Assistant Treasurer.

# Main activities

* + Managing the overall treasury function of the Group/Company, legal documentation and the development of the treasury team to ensure the team's continuous ability to deliver business performance.
  + Ensuring effective sourcing of debt domestically and offshore to meet the working requirement of the company.
  + Determining treasury strategies in relation to debt capital management and financial risk management, and recommending all treasury decisions to senior management and the board.
  + Managing all unsecured and secured loan and debt capital market facilities, interest rate risk and foreign exchange rate profile, and developing risk management strategies.
  + Ensuring treasury staff manage treasury operations.
  + Managing execution of interest rate and foreign exchange transactions
  + Developing, training, coaching and mentoring the team to ensure they are able to deliver results in line with meeting company's objectives and business performance.
  + Working with the CFO to deliver projects assigned from time to time in accordance with agreed budgets, schedules and specifications.
  + Ensuring adherence and compliance to the company's policies and procedures in relation to treasury functions.

# Key skills

* + Sound understanding of developments and trends in the property and/or funds management industry.
  + Strong writing and business case development skills.
  + Strong business acumen and project management skills.
  + Leadership skills and proven track record in managing and motivating staff.
  + Experience in management of change and organisational transformation, in corporate environments.
  + Demonstrated ability to communicate effectively at all levels both verbal and written.

# Internal contacts

Finance, Senior Management and the Board

# External contacts

Group Bankers, Credit Rating Agencies

# Typical experience

CA/CPA qualified with tertiary degree qualification in Accounting / Finance complimented with a post-graduate qualification (e.g. Masters of Applied Finance & Investments). Minimum of 12 - 15 years working experience with strong exposure to financial markets, property or funds management.

# Other comments

**Position title: Assistant Treasurer**

**Aon Position code: FIN.30018.5**

**Level: 5**

**Responsible for**

Assisting the Head of Treasury in all treasury related matters.

# Report to

Group Treasurer/Head of Treasury.

# Supervises

Treasury Manager(s).

# Main activities

* + Assisting in the preparation of acquisition strategy for funding and risk management as required.
  + Taking on the leadership/management role in Treasurer's absence in assisting with the management of the Treasury team.
  + Coordinating, developing and executing interest rate and foreign exchange risk management strategies
  + Meeting funding requirements for both listed and unlisted funds and for the company by developing strategy and execution, negotiating commercial terms to ensure business needs are met.
  + Assisting in the development and management of treasury policy, reviewing policy in changing business environment.
  + Coaching, developing and providing leadership and direction to direct reports.
  + Acting as the Capital Markets reporting coordinator, Financial Year end reporting, presentations relating to other core responsibilities, assisting on Treasury Policy reporting when required.
  + Undertaking treasury projects including business information models development and identifying requirements and working with IT provider to improve and build a robust treasury system.
  + Analysing interest rate risk and foreign exchange interest rate risk profiles for the company.
  + Providing support for analysis or regulatory changes and their impact on Treasury.

# Key skills

* + Strong written communication skills with a focus on detail.
  + Strong verbal communication and negotiation skills.
  + Team management experience and strong leadership capability in managing and motivating staff.
  + Demonstrated ability to liaise in a professional manner with external and internal client base.

# Internal contacts

Finance.

# External contacts

Group bankers and Credit Rating agencies.

# Typical experience

Tertiary degree qualification in Accounting & Finance and studying towards a Masters/Professional Qualification. Minimum 8 years related experience either with a property agency or property owner or in a general financial services industry and a good understanding of financial markets.

# Other comments

Alternative title: Deputy Treasurer.

# Position title: Treasury Manager

**Aon Position code: FIN.30118.5**

**Level: 5**

**Responsible for**

Managing the company's funding platform.

# Report to

Assistant Treasurer.

# Supervises

Treasury Analysts and Senior Treasury Analysts.

# Main activities

* + Refinancing facilities including research, negotiation with banks/investors and legal documentation.
  + Maintaining and ensuring compliance with terms of facilities and in line with Company treasury policy and changes to facility terms.
  + Working with Assistant on new funding initiatives and strategies, including scoping the requirements for acquisitions in addition to ad-hoc funding analysis and projects.
  + Analysing business model outputs and proposals and reporting for Board, Capital Markets Committee, and rating agencies. Maintaining relationships with banks, rating agencies and capital markets investors by facilitating dialogue, providing updates and presentations.
  + Assisting in the development and management of treasury policy.
  + Maintaining and improving the treasury system.

# Key skills

* + Strong written communication skills with a focus on detail and strong verbal communication and negotiation skills.
  + Demonstrated knowledge of and experience in debt funding products (bank debt, domestic & international capital markets, hybrids, convertible bonds).
  + Good understanding of financial markets, accounting, tax and legal issues relating to a corporate treasury.
  + Ability to price interest rate and foreign exchange derivatives, and experience using a treasury system highly advantageous.

# Internal contacts

Assistant Treasurer, other parts of Finance.

# External contacts

Debt investors.

# Typical experience

Tertiary degree qualification in Accounting/Economics/Business and studying towards a post-graduate qualification (e.g. Masters of Applied Finance). Minimum of 5 years experience in a similar role in property industry or general financial services.

# Other comments

**Position title: Senior Treasury Analyst**

**Aon Position code: FIN.30018.4**

**Level: 4**

**Responsible for**

Supporting the Assistant Treasurer in carrying out a broad range of treasury duties

# Report to

Assistant Treasurer

# Supervises

No direct reports

# Main activities

* + Updating cash flow requirements including committed / uncommitted capital expenditure requirements
  + Reviewing daily cash balance reports for the company
  + Reviewing drawdown of loans, rollover and repayment notices
  + Preparing market interest rates and foreign exchange rates for distribution
  + Reviewing Hedge amounts and dates in order to match to debt amounts and maturity dates
  + Assisting with analysis of interest rate and foreign exchange risk profile for the company
  + Assisting with development of the Treasury System
  + Assisting with preparation of board reports, capital markets committee report, and surveillance reporting

# Key skills

* + Sound understanding of financial markets, accounting, tax and legal issues relating to a corporate treasury
  + Strong written and verbal communication, and negotiation skills
  + Experience using a treasury system and ability to price interest rate and foreign exchange derivatives highly advantageous

# Internal contacts

Business Analysts, Financial Accountants, Treasury Operations in the Finance team

# External contacts

Credit rating agencies

# Typical experience

Tertiary degree qualification in Accounting & Finance and a minimum of 3 years experience in a similar role in property industry or general financial services

# Other comments

**Position title: Treasury Analyst**

**Aon Position code: FIN.30018.3**

**Level: 3**

**Responsible for**

Supporting the Assistant Treasurer in carrying out a broad range of treasury duties.

# Report to

Assistant Treasurer.

# Supervises

No supervisory responsibilities.

# Main activities

* + Updating cash flow requirements including committed/uncommitted capital expenditure requirements.
  + Reviewing daily cash balance reports for the company.
  + Reviewing drawdown of loans, rollover and repayment notices.
  + Preparing market interest rates and foreign exchange rates for distribution.
  + Reviewing hedge amounts and dates in order to match to debt amounts and maturity dates.
  + Assisting with analysis of interest rate and foreign exchange risk profile for the company.
  + Assisting with development of the Treasury System.
  + Assisting with preparation of board reports, capital markets committee report, and surveillance reporting.

# Key skills

* + Good understanding of financial markets, accounting, tax and legal issues relating to a corporate treasury.
  + Strong written and verbal communication, and negotiation skills.
  + Experience using a treasury system and ability to price interest rate and foreign exchange derivatives highly advantageous.

# Internal contacts

Business Analysts, Financial Accountants, Treasury Operations in the Finance team.

# External contacts

Credit rating agencies.

# Typical experience

Tertiary degree qualification in Accounting & Finance and a minimum of 3 years experience in a similar role in property industry or general financial services.

# Other comments

**Position title: Treasury Operations Assistant Aon Position code: FIN.30019.3**

**Level: 3**

**Responsible for**

Providing support in the delivery of efficient operational process in terms of treasury transaction processing, confirmations and settlements, cash flow and loans administrations.

# Report to

Head of Treasury Operations.

# Supervises

No supervisory responsibilities.

# Main activities

* + Carrying out daily transactional processing, mainly timely and accurate settlements of FX, interest payments and loans (drawdown's, rollovers and payments).
  + Providing support for the settlements and accounting of treasury transactions of the different trusts.
  + Confirming rate sets of treasury transactions.
  + Record-keeping via update of treasury software, worksheets and providing copy to relevant accountants.
  + Supporting monthly valuation reports of treasury transactions.
  + Cash flow reporting and bank audit confirmations.
  + Ensuring filing and documentation for each transaction to meet company treasury policy and compliance requirements.
  + Administrating and updating bank accounts, SSI's, Authorised Signatories and Authorised Dealers.
  + Providing general support to the Treasury Operations Manager and Head of Treasury Operations in the execution of their work.

# Key skills

* + Exposure to Treasury back office functions, preferably in a corporate and/or banking environment.
  + Intermediate to advanced numerical entry skills.
  + Strong written, verbal communication and influencing skills.
  + High attention to detail.

# Internal contacts

Treasury Operations team.

# External contacts Typical experience

High School Certificate or equivalent, and pursuing further studies or professional education in Finance and Accounting with 2 years' experience in a similar type role.

# Other comments