

Name:	Reports to: General Manager
Title: Accounts Payable & Administration Clerk	General Manager:
Division: Admin/Finance Dept.	Location: Cohuna Head Office
Position Objective: <ul style="list-style-type: none"> • Support the Finance General manager to lead a safety first culture across the Mawsons Finance and Admin team • Carry out accounts payable duties as specified • Provide efficient and friendly receptionist services to Mawsons Head office as required. • Perform other related work as required all within the context of the Company's Mission of providing a profitable and safe workplace 	
Key Result Areas	Standards
Specific Tasks and Duties	<ul style="list-style-type: none"> • Accounts Payable tasks including: <ul style="list-style-type: none"> ○ matching invoices to purchase orders, ○ following up on outstanding purchase orders, ○ entering invoices into Mawsons' ERP for payment, ○ setting up new suppliers, ○ prepare payments to suppliers, ○ supplier statement reconciliation, ○ scanning and verifying dockets and invoices • Relief receptionist duties as required, including greeting visitors at front counter and answering calls • Telephone duties – answering calls received in the Cohuna head office and directing as appropriate. All Admin staff act as a backup to the receptionist when they can not answer calls immediately • Copying, printing and binding as required. • Document preparation using Word, Excel, Power point etc. • General administrative assistance to Administration Department
Safety, Health and Environment	<ul style="list-style-type: none"> • Co-operate to maintain a safe system of work in the workplace • Comply with all relevant safety and health legislation • Ensure that all operations comply with Company environmental objectives • Aim to reduce Energy consumption and waste wherever practicable • Wear appropriate safety equipment and clothing as required • Understanding of and compliance with the O4i incident reporting system

Key Result Areas	Standards
Financial	<ul style="list-style-type: none"> Assist your division, where appropriate or instructed by the manager, to achieve budget outcomes Provide/assist with financial reporting as required
Reporting	<ul style="list-style-type: none"> Accurate and punctual reporting as required
People & Industrial Relations	<ul style="list-style-type: none"> Co-operate with other employees to achieve peak productivity and performance within your work group Assist in sound Industrial relations Communicate with honesty and integrity with all stakeholders
Operational Improvement	<ul style="list-style-type: none"> Participate in achieving a continuous improvement culture and the identification and implementation of process improvement opportunities within Mawsons business.
Community Relations	<ul style="list-style-type: none"> Maintain a high standard of community relations within the local geography. Participate in community relations programs as required
Legislative Compliance	<ul style="list-style-type: none"> Ensure compliance with all relevant State and Federal legislation.
Manual – Mawsons Policy and Procedures	<ul style="list-style-type: none"> Be familiar with and comply with all relevant Company Corporate Policies and Procedures as set out in the various manuals Be pro-active in continuous improvement behaviours regarding your role and site.
Teamwork	<ul style="list-style-type: none"> Display effective teamwork behaviours to assist in a highly motivated team.
Prerequisites & on job training	<ul style="list-style-type: none"> A Current Driver Licence is required to assist with Admin functions On the job training will be provided as applicable, with further training to be agreed depending upon skills and interests
Hours	<ul style="list-style-type: none"> Hours for this position are flexible subject to agreement. Fulltime hours are 38 hours per week, based around the standard office hours of 8:00am – 5:00pm weekdays, with an hour for lunch. Job sharing is a possibility.