

Accounts and Admin Assistant

Our independently owned business offers farm management services for investors looking to profit from investments into Australian agriculture. Our business currently has an exciting opportunity for an experienced and highly motivated Accounts and Admin Assistant to join our collaborative team based in Bondi Junction. This position offers a variety of tasks, along with flexibility for the right candidate with the opportunity split working from home and in the office, part time hours and flexible work times.

Reporting to the Accountant, you will be responsible for supporting our Finance team, Cattle General Manager and Farm Managers to ensure livestock accounting of sales, purchases, movements and weight gains are reported in an accurate and timely manner. This position will also assist with budgeting, sourcing, pricing equipment and other capital expenditure. You will also be responsible for preparing technical reports to support development activities to ensure deadlines are met across the business and other administrative tasks required by the broader team. This position provides an opportunity to undertake wide and varied tasks.

In particular your duties will include but are not limited to: -

- Liaising with on farm managers and the Cattle General Manager to prepare end of month livestock activity reports.
- Assisting with preparation of management reports and end of month livestock activity analysis.
- Assisting the General Manager to prepare analysis of actuals versus budget, input pricing and the tendering process.
- Ensuring accurate and timely reports of all activities, expenditures and performance against agreed project development budgets.
- Assisting in the Capex process and maintaining the Capex register – obtaining quotes, budgeting, mapping, justification and order placement after board approval.
- Managing the NLIS database transfers – including internal purchases and movements and the completion of reconciliations against LMN's.
- Maintaining key information for all properties across several platforms including; mapping, cattle data, sales data and asset registers.
- Preparing audit information as required.
- Providing administrative support for minute taking, travel bookings and general upkeep of the office amenities.

The ideal candidate will possess the following credentials: -

- Tertiary qualification in Accounting, Business or Economics.
- 1 – 2 years practical workplace experience.
- Knowledge of farming operations preferable but not essential.
- Prior experience in a similar role.
- High level proficiency in Microsoft office products including; Word, Excel, PowerPoint and Outlook.
- Proven ability to build and maintain strong internal and external relationships.
- Self-starting and motivated, with the ability to multi task and work to deadlines.
- Superior time management and prioritisation skills.

- Excellent verbal and written communication skills.
- Strong team orientation and the ability to work autonomously.
- Current drivers licence and ability to undertake occasional travel.

An attractive salary package will be negotiable with the successful candidate based on experience and qualifications. If you believe you meet the above criteria and want to be a part of a dedicated agricultural team, please apply now by emailing a cover letter and resume to Careers@gunnagri.com.

Applications Close 9 October 2020.