



Position Description

Position Title: Livestock Administration

Date: July 2024

Reports to: Manager/Administration Hospitality Coordinator

Department: Northern Livestock Company, Limbunya Station

Position Purpose

AAM Investment Group is an Australian owned and operated provider of investment, asset management and consultancy services. We structure, operate, and manage investments across agriculture, rural and commercial property, and regionally based infrastructure, drawing on the team's knowledge and experience in these sectors to improve investment performance through operational and technological efficiencies and improved management.

Limbunya Station is situated approximately 650km southwest of Katherine, just 100km from the Western Australia border, Limbunya Station is 520,000 hectares and sits in the Victoria River Region and is home to natural valleys, gorges, and creeks.

Reporting to the Station Manager, the Bookkeeper is responsible for providing financial and administrative support to assist in the management of the day-to-day operations of the site. The role supports the Station Manager by processing, verifying, and reconciling invoices as well as other office duties including record keeping, reporting and general Bookkeeper duties.

Key Responsibilities

- Undertake a range of administrative duties to support the Administration Hospitality Coordinator & including coordination & management of schedules, email management, sorting, circulating, and actioning incoming and outgoing mail, filing & other general office duties.
- Fleet Management including vehicle insurance and registration updates.
- Oversee the site and safety induction for all new employees, contractors, and visitors.
- Liaise with Human Resources and Payroll and assist with the onboarding of new employees.
- Assist to coordinate travel arrangements as and when required.
- Processing of all payments and expenditures.
- Create and process purchase orders and supply to providers.
- Processing invoices using Xero.
- Ensure all tax invoices are entered into Xero and are matched to the relevant purchase order.
- Reconciling processed work by verifying entries and comparing system reports to balances.
- Maintaining all filing and historical records.
- Generally responding to all vendor enquiries regarding finance.
- Assisting the Station Manager to prepare monthly reports.
- Ensuring all sales invoices (RCTI) are booked in a timely manner.
- Administration of all livestock movements, sales & purchases including maintaining the NLIS database, updating herd numbers and producing stock returns in the required timeframes.
- Assist with livestock handling, general cleaning and maintenance of the site and other duties as required.
- Assist with other duties as directed by the Station Manager & Manager's Assistant.



Experience and Qualifications

- Previous experience in a similar administrative role.
- Tertiary qualification in Business / Administration or relevant experience.
- Experience using Xero.
- Experience with animal data recording systems.

Competencies and Skills

- Structured approach to work with exceptional organisational and time management skills.
- High level of initiative and demonstrated problem solving skills.
- Ability to work independently with minimal supervision.
- Ability to build rapport and build effective workplace relationships.
- Ability to maintain strict confidentiality and demonstrate a high degree of discretion.
- Strong attention to detail and high degree of accuracy.
- Excellent communication skills with the ability to maintain professional relationships at all levels.
- Flexible approach to work and ability to adapt to changing situations; and
- Demonstrated intermediate level of MS Office Suite

Key Relationships

Internal:

- General Manager – Northern Assets
- Administration Hospitality Coordinator
- Manager
- All site staff
- Senior Fund Accountant
- HSEQ Manager
- Human Resources
- Payroll

External:

- Customers/clients
- Suppliers
- Contractors
- Local Businesses
- Local Communities

How to apply:

If this sounds like the role for you, please submit your resume to careers@aamig.com.au. Or for further confidential enquiries, please call 0456 805 857