

## Position description – Accounts & Administration officer/manager

Part time position (20hrs per week) available for an Accounts & Admin officer/manager with one of Australia's largest organic vegetable growers, located near Dimbulah on the Atherton Tablelands (1.5hrs drive from Cairns). Flexible work arrangements are possible.

The position is an opportunity for an autonomous, problem solving, self-motivated, ambitious person looking to rapidly gain management experience and progress their career in the agribusiness industry.

The successful applicant will work closely with the CFO & Sales manager. This role is to form part of the Management team and manage all administrative and financial areas of the operation.

Nature's Haven is a leading supplier of organic produce to wholesalers, retailers & consumers. The company has multiple farms in two locations across Australia and is looking to expand production and staffing capabilities. Career progression within the organisation is available for the right candidate.

### Duties include:

- Financial
  - Prepare financial records and weekly reports
  - Track accounts receivable to ensure timely payments
  - Prepare accounts payable for authorisation
  - Payroll/HR
  - Procurement – monitor stock levels and ensure availability of required supplies
  - Stock reconciliation
- Records management
  - Prepare seasonal cropping maps (paper and electronic)
  - Work closely with the systems developer to evaluate and error check in-house software systems
  - Record keeping for farm related activities
  - Monitor, review and maintain certification compliance requirements for Freshcare, HARPS and organic systems as required
- Office management
  - Assist with audits
  - Assist with collating information for budgets
  - General office duties

### Key skills required:

- Ability to respond effectively to a growing and dynamic business
- Must be autonomous and a problem solver with meticulous attention to detail
- Capable of managing difficult situations and set an example for staff to deliver a high standard of service and presentation
- Must be able to interact and negotiate with suppliers and staff to achieve optimal business outcomes
- Business and people management skills
- Must have experience in customer interactions and be able to take a strategic overview and plan ahead to maximise customer relationships and operational efficiency in a dynamic environment
- Computer literate to enable efficient use of technology, E-mail, word processing and spreadsheet software and operate in a business with a strong focus on electronic systems
- 'C' Class drivers licence
- Happy personality, reliable and strong work ethics

The successful applicant will have a happy, honest personality, will be reliable, adaptable and bring a 'can-do attitude' to a team environment. The ability to work autonomously and problem solve will be very important.

### Highly regarded:

- Experience with Phoenix financial software
- Experience with social media
- Willingness to travel to other business sites
- Creative writing skills

Remuneration will be in line with experience, with a business performance bonus options available after 12 months of service.

If you feel you have what it takes to grow into a management position and join our happy crew, send your resume and supporting documentation to [jobs@natureshaven.com.au](mailto:jobs@natureshaven.com.au)