

## position description

### accounts and administration officer

#### PURPOSE

Langley Group is seeking a well-organised and committed person to assist in growing the business across a number of streams by:

- supporting the business through prompt and timely accounting
- undertaking other general office administration

This is a part-time or full-time contract position based in Sydney, with an employment contract with Langley Group. The role will provide bookkeeping support to the Financial Controller and Administration Manager as well as provide general office administration support for the business.

#### POSITION DUTIES

Key financial responsibilities will include:

- Ensure financial data is reflected in the General Ledger in a timely and accurate manner
- Ensure all financial data is tagged according to project / cost centre
- Ensure Bank and Credit Cards are reconciled on a weekly basis to the General Ledger
- Ensure all accounts in the balance sheet are reconciled on a weekly basis
- Actively manage Accounts Receivable and outstanding debt
- Ensure supplier and staff payments are vetted and reconciled for payment on a regular basis
- Ensure all payments are loaded to bank account for authorisation by approver
- Perform weekly/monthly payroll for business as required in timely and accurate manner
- Manage Company Insurances, Company leases and fixed assets/depreciation
- Produce and distribute monthly invoicing to clients
- Process internal company transactions
- Reporting for preparation of BAS returns
- Liaise with Tax Accountant and Financial Controller where applicable

Key administration responsibilities include:

- Data entry and database management
- Stock management
- Order processing
- Consultant diary support
- Preparation of facilitator packs for all programmes
- Event management support for exhibitions and conferences
- Other general administration support as required

#### SKILLS, KNOWLEDGE AND ATTITUDES

- Minimum five year's experience in a bookkeeping role
- Excellent knowledge and experience in using Xero
- High level organisational skills with the ability to multi task
- Strong communication skills - verbal and written
- High level of attention to detail



- Self-motivated and passionate individual

## KEY PERFORMANCE INDICATORS

- Improved office administration
- Timely invoicing of clients
- Reduction in outstanding debts
- Working in line with LG's values holistically

## ABOUT THE LANGLEY GROUP

Langley Group is a leading consulting and positive people development company, working with organisations around the world to build better leaders, engage people, optimise performance and leverage talent. We apply positive psychology, emotional intelligence and neuroscience to get the best from people and organisations, inspiring them to make positive changes that are sustainable over time.

We live and breathe this approach, and we offer the opportunity to work with an amazing team, in a positive culture built on the values of professionalism, intelligence, relationships, authenticity, zest and aesthetics.

## CONTACT AND APPLICATIONS

If you believe you have the skills, attributes and qualifications to join us, please send your resume and statement (maximum 2 pages) addressing the position requirements to:

Jacqui Martin

Email [jacqui@langleygroup.com.au](mailto:jacqui@langleygroup.com.au)

