



Bank of us.

Tasmania | Community | Customer

Position Description



Name:
Vacant



Title:
Assistant
Accountant



Reports to:
Finance Manager



Location:
Launceston Head
Office

Role Purpose

Your number one aim in this role is to contribute to the high performance of Bank of us by ensuring that all aspects of the accounts payable and accounts receivable functions at Bank of us are processed and approved in accordance with company policies. The Assistant Accountant also provides support for end-of-month processes, completes bank reconciliations, and provides administrative support for the Finance department.

Key to your success will be your demonstrated understanding of contemporary accounting and procure to pay systems and your commitment to continual improvement and development of your accounting skills and knowledge. On top of this, you'll demonstrate an ability to work collaboratively with a customer centric approach.

Skills we are looking for

- Analytically minded with the ability to work autonomously to achieve required outcomes
- Outstanding attention to detail
- Intermediate computing skills (i.e. MS Excel and Accounting and Payroll software)
- Ability to manage multiple tasks and competing priorities
- Proven ability to meet deadlines
- Excellent verbal and written communication skills

Personal Qualities we are looking for

- A customer centric approach and commitment to providing exceptional service.
- A commitment to being a team player.
- A commitment to achieve quality outcomes.
- Self-motivation and an ability to work with autonomy.
- A professional manner and well-presented appearance.
- A high level of personal integrity and discretion while working with confidential information.
- Willingness and ability to acquire new skills and knowledge.
- Strong set of personal and business values which complement the organisation's culture, values and behaviours of Live it, Love it, Own it.

To succeed you will have (to be addressed as part of the application)

Experience

- A demonstrated ability to apply problem solving and analytical skills to investigate and ensure the resolution of any issues within the parameters of policy framework.
- Demonstrated experience in end to end procure to pay processes in a similar sized business.
- Relevant experience in transaction processing or shared service functions and/or equivalent combination of relevant training and professional experience.
- Experience in working with contemporary Financial Systems such as Technology One.
- Previous experience in the banking/finance industry (desirable).

Qualifications & Licenses

- Completion or undertaking of relevant studies and qualifications, such as Bachelor of Business (desirable).
- Hold and maintain a current Drivers' license as some intrastate travel is required from time to time

Key Relationships

Internal Relationships

- Finance
- Leaders and Team Leaders
- Customer Experience Teams
- Systems Support
- All staff

External Relationships

- External service providers including vendors and suppliers

People

Contribute to a culture of achievement by collaborating with other members of the organisation, demonstrating behaviour consistent with the organisation's values.

- Contributes to a working environment which fosters an achievement culture in which people can focus on meeting productivity, quality and service levels and communicate changes in organisational objectives.
- Encourage continuous improvement in all processes
- Build strong working relationships within the finance and all internal teams.
- Build and maintain relationships with all suppliers

Success looks like:

- Feedback.
- Evidence of continuous improvement.
- Personal behaviours aligned to Live it, Love it, Own it.
- Internal Customer Satisfaction Survey results.
- Personal development completed as per development plan.
- Accrued recreational leave taken each year.

Key Responsibilities

Customer

Support the Finance team with completing end of month reporting requirements, journals and administration. Support Retail Stores by monitoring and actioning journal requests as required.

- Establish and maintain strong working relationships with internal customers, departments and external stakeholders.
- Support the Finance team to enable accurate, effective and timely reporting to APRA via the APRA electronic data submission system.
- Support the Finance team in producing monthly financial reports for management, Board and other statutory authorities as required.
- Prepare other reports and reconciliations as required from time to time for submission to the Australian Bureau of Statistics, taxation authorities and other authorities.
- Assistance with facilities management as required.
- Preparation of end of month broker payments.
- Create, manage and maintain Finance procedures in Promapp, ensuring appropriate feedback and review processes followed for changes in process

Success looks like:

- Completion rate/time/quality of objectives.
- Internal Customer Satisfaction Survey results.
- Feedback.

Business

Assist in the accurate and timely processing of Bank of us accounts payable and accounts receivables and the preparation of Bank of us' daily bank reconciliations.

- Assist with the administration of the Accounts Payable and Accounts Receivable function.
- Ensure all invoices are properly authorised for payment.
- Maintain proper records of creditors and ensure monies are paid on a timely basis.
- Prepare creditors in readiness for end of month reporting.
- Ensure prepayment schedules are set up in accordance with Finance policies and procedures.
- Maintain proper records of debtors and creditors.
- Prepare and reconcile the Company's rental received accounts, ensuring rates and taxes are paid by tenants. Reconcile relevant tenant clearing general ledger accounts.
- Prepare daily bank reconciliations.
- Ensure outstanding entries are followed up and cleared on a regular basis.
- Undertake Bank Transfers and assist with the monthly reconciliation process. Report on outstanding transactions.
- Monitor cheques for stop payments and stale issues then process as required.
- Maintain signatories for internal and external accounts.

Success looks like:

- Payments are processed and received according to trading terms.
- Invoices are correctly coded and approved in accordance with the delegation policy.
- Outstanding payments are followed up in a timely and efficient manner.
- Completion rate/time/quality of Bank Reconciliations.

Key Responsibilities

24 September 2026

Risk, Values and Behaviours

Ensure that all aspects of the role and administration are carried out in accordance with Bank of us vision, values, behaviours of Live it, Love it, Own it, policies and procedures and comply with relevant State and Federal legislation.

- Contribute to maintaining Bank of us' reputation for corporate responsibility by ensuring all actions and behaviours are in accordance with Bank of us compliance requirements such as statutory, legal and ethical obligations and maintain an up to date knowledge and accreditation of Bank of us policies, procedures, products and services.

Success looks like:

- Risk, Values and Behaviours as per P2S.

Other

Undertake any other reasonable duties as directed by the Finance Manager from time to time.

Employee's Signature

Date

Leader's Signature

Date

