



AWMA Pty Ltd

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Position Description

Accounts Payable - Assistant

INTRODUCTION

AWMA Water Control Solutions was established on July 1st, 2000, we have been delivering specialised water control infrastructure to domestic and now global markets for twenty years.

We specialise in Water Control Gates, Penstocks, Stoplogs, Bulkheads, Flood Barriers, Automated Debris Screens, Fish Protection Screens and Self-cleaning Intake Screens.

We are a proud Australian company and are highly experienced in the design, manufacture and installation of water control infrastructure and water management systems. Our Head Office and Manufacturing Facility is located in Cohuna, Victoria Australia. Our team is located across Australia with a Regional Sales Manager in New Zealand; we not only service the Australian market, but international customers as well.

We have delivered into all sectors of Australia's water industry - Water Control Equipment including Penstocks, Flood Gates, Flood Barriers, Stoplogs, Bulkheads, Stopboards and Intake Screens (Fish Protection Screens, Trash Screens and Debris Screens). Additionally, we have completed international export projects for irrigation, flood mitigation, dam, energy, environmental, stormwater, mining and wastewater applications.

We offer a full in-house service, design, manufacture and installation. All our innovative solutions are customised to meet site specifications, utilising proven designs with a variety of local and remote control and management systems.

We are proudly one of the largest and most experienced water control solutions specialists with one of the most diverse range of products globally.

Here are some examples of our work:

Intake screen



Gates



Flood Barriers



OUR VALUES

INTEGRITY
COMMERCIAL

QUALITY
SAFETY

TEAMWORK
THINK SPEED

ACCOUNTS PAYABLE - ASSISTANT

OVERVIEW

Accounts Payable -Assistant will play an important role in supporting the Accounts Payable Officer in all the required functions and will also assist with various administrative tasks within the admin team.

This role reports to the Admin and Finance Manager and will be worked from our office in Cohuna.

POSITION DESCRIPTION

The primary role of the Accounts Payable -Assistant is to support the Accounts Payable Officer and the wider Admin team with administrative duties as required.

KEY RESPONSIBILITIES

- Assist in the timely and accurate processing of invoices, ensuring all payments are made in accordance with AWMA policies and procedures.
- Organise and maintain electronic and physical records, ensuring accuracy and accessibility as trained by the Accounts Payable Officer.
- Handle incoming and outgoing communications, including emails, phone calls, and inquiries, in a professional manner.
- Accurately input and update data in various systems and spreadsheets, maintaining data integrity.
- Maintain a professional and courteous tone for all interaction with staff and clients.
- Provide general administrative support to the admin department, such as filing, answering phones, and assisting with other tasks as needed.
- Act as backup to Accounts Payable Officer when they are on leave.
- Assist with answering the telephone.

TRAINING

You will receive extensive training for this role, and will be supported by Admin and Finance Manager, Accounts Payable Officer, Admin team and HR (People) & Culture Manager.

RELATIONSHIPS

External

- AWMA Clients
- AWMA Suppliers
- AWMA Preferred Contractors

Internal

- All AWMA staff

IMS SYSTEM

(Integrated Management System – This will incorporate the Quality, Safety & Environment System)

- Knowledge of the company's IMS policies, procedures, and instructions.
- Knowledge of the requirements of their role.
- Attending IMS training and ensuring that IMS responsibilities are communicated to all employees under their control.
- Monitoring IMS system implementation within areas of their controls.
- Follow procedures and work instructions as relevant to their area.
- Reporting any non-conformances as required by company procedures.
- Reporting and incidents, accidents and hazards identified in the workplace.
- Recommending suggestions for improvements to the IMS
- Facilitate weekly safety meetings,
- Participate in IMS audits,
- Ensure the requirements of the IMS as it pertains to the factory are satisfied.

The responsibility for IMS is considered the domain of every personnel member of AWMA. All members of personnel hold the responsibility and authority for advising IMS Manager of any conditions which are adverse to the quality of the work being produced, or adverse to the satisfactory operation of the IMS.

PERSON SPECIFICATION

- Excellent communication skills – written, verbal.
- Technological aptitude
- Attention to detail
- An ability to work independently and cooperatively with team members. To have well developed organisational skills and to function with tact and diplomacy.
- Sound time management skills and ability to multitask.
- Confident in communicating with stakeholders.

OUR CULTURE:

At AWMA, we foster employee growth and wellbeing. With a workforce comprising over 70 dedicated individuals, we've built an environment that cultivates a culture of continuous learning and support.

Through collaborative initiatives, open communication channels, and a welcoming atmosphere, we've created a workplace where everyone feels valued and empowered. Together, we cultivate a culture that not only drives success but also prioritises the happiness and fulfillment (personally and professionally) of every individual on our diverse team.

Our key personnel behind the success of AWMA: <https://www.awmawatercontrol.com.au/key-awma-personnel/>

Please direct any questions about the position to Toni Kelly, Admin and Finance Manager.

Admin and Finance Manager

Employee

Name:

Name:

Date _____

Date _____