



Cockburn Power Boats

POSITION DESCRIPTION

POSITION	Accountant / Systems Administrator
REPORTS TO	General Manager
FUNCTION	Accounting / Administration
WORK TYPE	Full Time

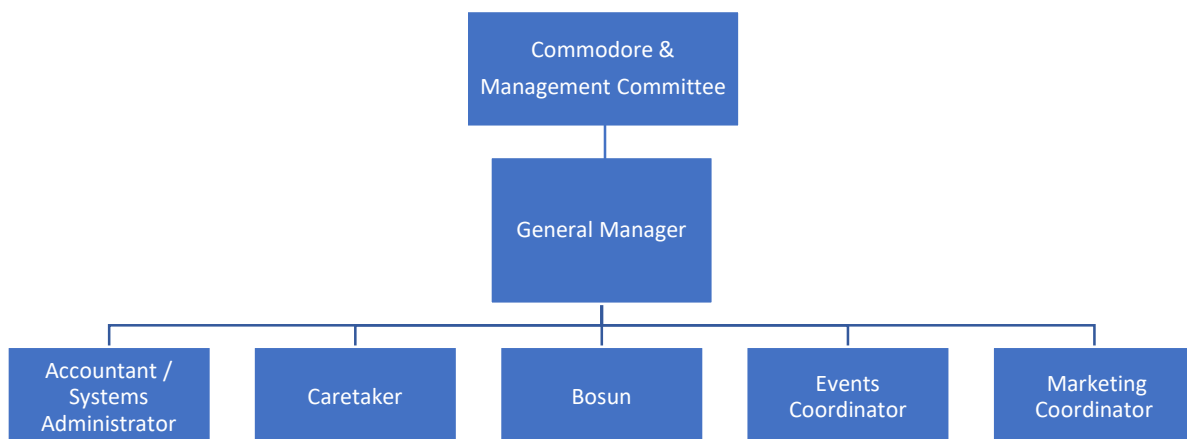
PURPOSE

The Accountant / Systems Administrator is responsible for supporting the financial management and decision-making processes, as well as managing and maintaining IT systems for Cockburn Power Boats Club. The role involves day to day systems administration, analysing financial data, preparing reports, and providing insights to the General Manager and Management Committee to drive strategic decision making.

ABOUT COCKBURN POWER BOATS

Located at Woodman Point, Cockburn Power Boats is a not-for-profit association with approximately 1200 members. Our core objective being the promotion and encouragement of the use of recreational watercraft powered by sail or engine. We also strive to educate our Members to ensure they understand and are compliant with the regulations and laws applicable to recreational boating and safety at sea.

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES / DUTIES

- Assist the General Manager to formulate and prepare the annual budget and forecasts to ensure alignment with strategic goals and operational plans.
- Prepare monthly financial reports and dashboards, including performance against financial key performance indicators (KPIs) and assist the General Manager with the analysis for presentation to the Management Committee.
- Monitor and analyse financial data across the Club and identify trends, areas for cost optimisation, and potential opportunities for improvement.
- Maintain accurate financial records including BAS, bank reconciliations and superannuation payments.
- Responsible for the administration of accounts receivable and payable in a timely and accurate manner.
- Prepare and execute the fortnightly payroll for the Club ensuring compliance with relevant awards and government legislation.
- Prepare accounts annual audit and present final report to Management Committee.
- Liaise with external accountants to complete biannual account health check of the Club's accounts in the months of May and November.
- Ensure financial processes and associated documents are compliant with relevant accounting standards, tax regulations, and internal controls, while proactively identifying and mitigating financial risks.
- Undertake ad-hoc financial analysis and projects as required, providing insights and recommendations to address specific business challenges or opportunities.
- Identify ways to continuously improve processes to streamline financial processes, enhance reporting capabilities, and drive efficiency.
- Oversee and maintain all IT systems, ensuring a high level of security and efficiency across system configurations, access control, troubleshooting and user training.
- Identify and implement IT solutions fit for purpose as required.

SELECTION CRITERIA

Essential

1. Tertiary qualification in Commerce/Business discipline (i.e. Accounting, Finance, or similar).
2. Professionally qualified as a CA.
3. Demonstrated experience in management accounting or financial analysis role, preferably within a small organisation/club/association.
4. Proven experience in the management and maintenance of IT systems.
5. Proficient in Microsoft Office suite, dedicated accounting and CRM software (i.e. Triumph).
6. Possess strong business and financial acumen.
7. Strong analytical skills with the ability to interpret complex financial data and communicate insights effectively.
8. Proficient in financial modelling, budgeting, and forecasting techniques.
9. Ability to collaborate effectively with all stakeholders and communicate financial concepts to non-financial stakeholders.
10. Demonstrated experience with processing payroll and working with modern awards.
11. Excellent oral and written communication skills.
12. Exceptional time management skills and attention to detail.

Desirable

1. Previous experience working within the boating or yachting industry or similar.
2. Possess knowledge of and interest in boating.
3. Previous experience with automation of financial systems, including the implementation of IT solutions.

WORK REQUIREMENTS

1. Australian residency or possession of a valid visa with work entitlements in Australia.
2. Occupant of this position will be required to obtain a satisfactory National Police Clearance.
3. Possess a valid WA Driver's Licence.
4. Hold a current First Aid certificate.
5. Satisfy a pre-employment medical assessment to ensure inherent requirements of the role can be safely fulfilled.