



## **JOB DESCRIPTION**

**JOB TITLE:** Finance & Administration Officer

**JOB TYPE:** Full Time

**LOCATION:** Office based, 221 Mt Buller Road Mansfield 3722

**SUPERVISOR/MANAGER:** Financial Controller & CEO

## **ROLE OVERVIEW**

The Finance & Administration Officer plays a key support role across Administration, Accounts, and Human Resources at Merchant Coffee Roasters Head Office. This position is responsible for ensuring the smooth day-to-day running of administrative and financial operations while providing professional support to internal stakeholders, customers, and suppliers.

This role suits a highly organised, detail-oriented individual who can manage multiple priorities, work autonomously, and communicate professionally at all levels.

## **MAIN DUTIES / RESPONSIBILITIES**

### **Administration**

- Provide general office support
- Manage incoming and outgoing communications
- Process customer orders
- Maintain office supplies and registers
- Complete filing and document control
- Set up and maintain customer accounts
- Administer internal systems and platforms
- Assist with asset tracking and records
- Arrange purchasing of goods and equipment
- Complete ad-hoc administrative tasks

### **Accounts Departments**

- Support customer transactions and invoicing
- Process and reconcile supplier invoices
- Monitor and follow up outstanding accounts
- Assist with month-end reporting
- Perform bank reconciliations
- Maintain accurate account records
- Update pricing and financial data
- Respond to accounts enquiries
- Assist with general finance tasks

### **Human Resources**

- Support recruitment and onboarding
- Process payroll accurately
- Maintain employee records
- Assist with remuneration and reviews

- Ensure compliance with employment legislation
- Conduct work eligibility and visa checks
- Maintain training and certification records
- Assist with HR reporting and administration

### **PERFORMANCE GOALS**

- Meet deadlines consistently
- Communicate professionally
- Maintain an organised workspace
- Work efficiently and accurately
- Maintain confidentiality
- Show initiative and accountability

### **KEY SKILLS & ATTRIBUTES**

- Strong organisation and time management
- High attention to detail
- Clear written and verbal communication
- Ability to manage competing priorities
- Experienced with working in accounting, payroll and ordering systems
- Professional and team-focused approach