

POSITION DESCRIPTION

Position Title: Bookkeeper
Reports to: Chief Operations Officer
Job Type: Permanent Part-time
Location: Armidale, NSW

ABOUT US

Impact Ag Partners is an agricultural real asset management company who identifies value opportunities in real asset markets and delivers annual cash yields from the operations. We partner with investors through separate managed accounts to make direct investments in agricultural assets. Impact Ag Partners have over \$627 AUM across Australia and North America including 500,000 acres of farm and ranch land.

Impact Ag Partners currently comprises a dynamic and growing team of staff – head office staff, providing asset management and analyst support, as well as staff who are remotely located and manage agricultural properties and associated business enterprises. The team works well and is tightly knit; the culture of our company is grounded in a strong ethical framework, with staff ensuring that the company's processes and outcomes are efficient, effective, and fit for each client's needs.

Impact Ag Partners prides itself by investing in their team and its culture. You will have the opportunity to become a part of a company, with a healthy and positive workplace ethos, where all staff are encouraged to achieve their personal and professional goals.

NATURE AND SCOPE

The Bookkeeper is primarily responsible for the administration and coordination of maintaining accurate accounts processing including accounts payable and receivable, payroll, invoicing, and the daily financial entries and reconciliations for Impact Ag Partners and their asset management partners.

KEY RESPONSIBILITIES

The duties associated with position include the following:

- Processing, maintenance, and accurate accounting records in multiple Xero software packages
- Weekly processing of accounts receivable and payable, and payment of accounts
- Fortnightly payroll, superannuation, PAYG, and quarterly BAS
- Work closely with the CFO
- General accounts reporting

Other

- Complying with all lawful and reasonable directions of Impact Ag Partners
- Not engaging in any unlawful conduct in the course of your employment, while at work premise or when using Impact Ag Partners resources

In addition to the duties outlined above, you are also required to perform such other duties as may be directed by your supervisor or management provided these are within your competency or training.

PERFORMANCE GOALS

- Accurate accounting records to be kept at all times
- Timely processing and payment of accounts
- A focus on timeliness and efficiency of operations with good communications skills
- Openly demonstrate performance to advocate for the company core values and work effectively within the team environment
- Comply with all operational policies and procedures

SKILLS AND EXPERIENCE

- Accountancy and/or high-level bookkeeping experience
- Xero software experience or equivalent software
- Demonstrate knowledge of general accounting principles and practices and the basic application and use of concepts, theories, and terminology of accounting
- Ability to manage multiple organisation's company accounts at once
- Demonstrated outstanding interpersonal and communication skills
- Competency in Microsoft office environment
- Demonstrated ability to solve problems and take initiative to prevent incidents
- Capacity to take on more work as the company grows
- A current Australian Drivers Licence
- Australian residency

DESIRABLE

- Understanding and/or experience of an agricultural enterprise