



Job Description

Position title:	Assistant Accountant & Avocado Coordinator
Reports to:	CFO & Finance Team Leader
Direct reports:	Not Applicable
Liaise with:	
Internally	<ul style="list-style-type: none"> • Town Office Staff • DMS Orchard Management Team • DMS Avocado Team • DMS Executive Team • DMS Site Management Teams & Staff
Externally	<ul style="list-style-type: none"> • Suppliers/Creditors • Debtors • Clients (Growers)

Key Objective

- To provide financial and administrative support across the DMS Avocado, Orchard Management and Finance functions. This role is responsible for coordinating grower invoicing, harvest administration, accounts receivable, bank reconciliations and accounting support across multiple entities. The position acts as a key link between growers, operational staff and the finance team, ensuring financial information is accurate, timely and commercially focused.

Please note that due to the seasonal nature of the Horticultural industry there is a need for additional duties at times to ensure consistency with workflow through the rest of the year.



Principal Tasks

Function Description		Assistant Accountant & Avocado Coordinator	
Key Result Areas	Actions	KPIs	Target
Assistant Accountant & Avocado Coordinator	<ol style="list-style-type: none"> 1. Coordinate administration of the DMS avocado business. 2. Ensure all harvest, packing and operational activities are accurately captured and reconciled to source data. 3. Prepare and issue grower invoices relating to avocado harvesting, packing and orchard management services. 4. Investigate and resolve grower account queries in a timely manner. 5. Liaise with avocado operations staff to ensure grower charges are complete and accurate. 6. Assist with seasonal reconciliations and reporting requirements. 	<p>Timely and accurate grower invoicing.</p> <p>Accurate reconciliation of operational and financial data.</p> <p>Grower queries resolved promptly.</p>	<p>All grower charges invoiced accurately and on time.</p> <p>Minimal unreconciled variances.</p>
Orchard Management Administration	<ol style="list-style-type: none"> 7. Ensure orchard management costs are charged to growers accurately and on a timely basis. 8. Review grower accounts and investigate discrepancies. 9. Assist Orchard Managers with administration and reporting requirements. 10. Support weekly and monthly grower charging processes. 	<p>Accuracy of grower charging.</p> <p>Timeliness of cost recovery processes.</p>	<p>Grower charges processed within agreed timeframes.</p> <p>High level of billing accuracy.</p>



Financial Accounting	<ul style="list-style-type: none"> 11. Perform bank reconciliations for all DMS corporate entities. 12. Maintain general ledger records for corporate orchard and investment entities. 13. Prepare GST returns and PAYE returns where required. 14. Process journals and month-end accounting entries. 15. Assist with preparation of monthly management reports. 16. Assist with year-end audit requirements and preparation of supporting schedules. 	<p>Accuracy and timeliness of reconciliations.</p> <p>Compliance with statutory filing requirements.</p>	<p>All reconciliations completed monthly.</p> <p>GST and PAYE returns filed by due dates.</p>
Accounts receivable	<ul style="list-style-type: none"> 17. Manage the accounts receivable process across the business. 18. Review aged debtors and proactively follow up outstanding balances. 19. Resolve customer account queries and disputes. 20. Provide regular reporting on overdue accounts. 	<p>Debtor days.</p> <p>Timeliness of debt collection.</p> <p>Accuracy of customer accounts.</p>	<p>Debtors collected within agreed trading terms.</p> <p>Overdue accounts actively managed.</p>
Finance & Administration Support	<ul style="list-style-type: none"> 21. Provide support to Accounts Payable during peak workload periods. 22. Assist Orchard Management and operational teams during seasonal peaks. 23. Contribute to process improvement initiatives. 24. Undertake ad-hoc finance and administration duties as required. 25. Provide support and cover for other administration functions where required. 	<p>Team support and responsiveness.</p> <p>Continuous improvement initiatives.</p>	<p>Positive contribution across finance and operational teams.</p> <p>Flexible support provided during seasonal demands.</p>



Supporting Tasks

General

- Assist the CFO and Finance Team Leader in meeting overall business objectives.
- Maintain a customer focussed approach, representing customers best interest at all times.
- Take initiative in promoting DMS and its services at appropriate opportunities.

Health and Safety

- Actively promote and ensure H&S compliance in the workplace.
- Comply with the company's Health and Safety standards and take responsibility for yourself and work colleagues, ensuring and maintaining a safe work environment.

Projects

- Undertake projects as requested from time to time, ensuring this is done in a manner that shows initiative and will ensure self-development.

Team Culture

- Contribute to site and DMS team culture, strategies and initiatives.
- Live the DMS Core Values
- Participate fully in group activities and discussion and share all available information with peers, colleagues and managers.
- Act with dignity and fairness in dealing with others and share information/resources as required.

Administration

- Complete forms, reports and other paperwork promptly, clearly and accurately.
- Maintain appropriate dress and demeanour and uphold acceptable standards of tidiness and cleanliness in the workplace.



Person specification

	ESSENTIAL	PREFERRED
Experience	<ul style="list-style-type: none"> • 3+ years accounting, assistant accountant or finance administration experience. • Experience preparing bank reconciliations and maintaining general ledgers. • Experience with GST and PAYE returns. 	<ul style="list-style-type: none"> • Diploma or tertiary qualification in Accounting, Finance or Business.
Skills	<ul style="list-style-type: none"> • Excel skills (ability to use VLOOKUPS, pivot tables, and manage large data sets for harvest reconciliations). • Experience with Xero and/or Oracle NetSuite preferred. • Strong communication skills and confidence dealing directly with growers and operational staff. • Ability to work independently and take ownership of processes. • Flexible attitude and willingness to assist across the business during seasonal peaks. 	<ul style="list-style-type: none"> • Strong Excel skills. Please see footnote below. • Experience using accounting ERP systems such as Xero, Oracle NetSuite or similar.
Attributes	<ul style="list-style-type: none"> • Excellent attention to detail and accuracy. • Strong organisational and time-management skills. • Flexible and positive attitude to work. • Ability to question the status quo in a constructive manner. • A high level of personal and professional integrity. 	

Please note that shortlisted candidates will be required to complete an Excel assessment as part of the recruitment process. The assessment is designed to evaluate practical spreadsheet, data analysis and reconciliation skills relevant to the role.