



sustainability through
science and innovation

Finance and Operations Officer

- Permanent Full-Time position
- Salary commensurate with skills and experience you bring to the role
- City Fringe

Application Closing Date: 4th November 2016

About the company

cesar is an innovative science, technology and research company seeking a proactive team member to join our growing business.

About the role

The Finance and Operations Officer co-ordinates day-to-day finance and operational activities of **cesar**. You will be responsible for management reporting and forecasting together with bookkeeping, HR, website updates and a full range of administrative and operational matters. Exceptional organisational skills, ability to work independently and attention to detail are essential.

Selection criteria

Essential

- Proficient in management reporting, bookkeeping and accounting.
- Excellent communication and interpersonal skills
- Proficient in management accounting software, Microsoft Office, particularly Excel.
- Demonstrated experience with MYOB or similar.
- Knowledge of tax matters
- Meet deadlines with excellent standard of work and high attention to detail.
- Present information clearly and concisely.

Desirable

- Web editing capability.
- Experience with Photoshop or other graphic applications.
- Interest in environmental and conservation issues.

Key responsibilities

The position will include the duties described below:

1. Financial

- Managing finances accurately and on time.
- Preparation of budgets and provide advice on methodology.
- Project registration, manage client project database and payment milestones.
- Invoicing, management of accounts payable and receivable.
- Reconciliation of bank accounts.
- Reporting and advice to **cesar** management on financial matters, including client invoicing, P&L reporting, quarterly forecasts and project costing.
- Monthly PAYGW, payroll tax and quarterly submission of BAS.

2. Human Resources

- Monitoring of HR procedures to meet all government requirements.
- Payroll, superannuation, staff reimbursements, payment summaries and collating staff hours.
- Manage OH&S policies and communication to all **cesar** staff.
- Assist with other administrative duties (e.g. recruitment support and inductions, FBT administration, salary sacrifice, staff inductions, staff reviews).

3. General operations

- Competent and professional interactions with all staff.
- Ensure all business insurances are current, accurate and competitively priced.
- Maintain electronic records and filing
- Assist the General Manager and Directors in client liaison and client meetings.
- Coordinate staff meetings and functions, and take minutes as required.
- Arrange travel for staff and clients as required.
- Corporate register and secretarial duties as required by ASIC
- Obtain client feedback via online survey
- Ensure adequate level of staff resources (e.g. stationary, stamps, coffee, milk etc)

4. Sustainability Policies

- Support and help implement **cesar** sustainability policies and initiatives.
- Assist with carbon accounting and compilation of data required for our bi-annual Environmental Sustainability report

5. Website

- Update website periodically (text, photos, news stories etc).
- Extract analytics information and provide reports as required.

6. Other Project Support

- Provide administrative support to the Grains Pest Advisory Committee (GPAC) project (booking flights, accommodation, meeting venue and taking minutes)
- Provide project support to the **cesar** team.

Application requirements

Please include a covering letter, a short response to the Selection Criteria and your curriculum vitae by the closing date of 4th November 2016.

Send applications to via email to:

David Baker,
General Manager **cesar**
email: dbaker@cesaraustralia.com

Enquiries: Call David on 0418 637 738

Further information

Website www.cesaraustralia.com

Phone 03 9349 4723

Addendum 1: About cesar

The Company

cesar is a science based company that delivers environmentally sustainable management solutions in agricultural pest control and wildlife conservation. We are a passionate team dedicated to providing rigorous research and delivery services to government, academia and private organisations. Most importantly, we ensure our clients understand the science and move forward with applicable advice or management solutions. Our activities are grouped into two divisions: Sustainable Agriculture and Biodiversity Conservation.

cesar brings the highest rigour to all projects conducted. Our senior team have a combined total of over 30 years consulting experience and more than 60 years experience conducting research, statistical analysis, communications and project management.

We have an extensive record of providing independent research and professional services for a range of industry stakeholders from farmers to government departments. We specialise in the integration of innovative approaches and best available knowledge for agricultural, environmental and sustainability management while balancing economic and social returns.

Our Values

Our clients come first

Understanding client needs and providing great service is our first priority. We're flexible, open, and can always be relied upon to deliver on time and on budget.

Results driven by scientific excellence

Scientific excellence forms the foundation of our business. Our clients can expect practical advice and outcomes, delivered by consultants who are experts in their field.

Creating a sustainable future

Caring for our environment is at the heart of what we do. Our team is passionate about creating a sustainable future where the well being of the environment is properly balanced with the needs of business and the community.

Innovative outcomes delivered by empowered people

Solving the big problems requires innovative thinking and innovative people. Our hardworking team believe in what they do, enjoy their work, and are empowered to make a difference.