



Strategic Marine
Maritime Solutions



Ernst & Young
Entrepreneur
Of The Year®



2007 WINNER
BUSINESS
EXCELLENCE AWARD

ACCOUNTS ASSISTANT - JOB DESCRIPTION

Strategic Marine is a global shipbuilder headquartered in Henderson, Western Australia, with yards in Singapore, Mexico, and Vietnam. We specialise in the design and construction of high speed aluminium patrol boats, crew boats, ferries, large steel vessels & complex marine structures. We are an extremely successful and growing business with a focus on developing our people and we are looking for ambitious individuals wanting to grow with us.

We are currently seeking an Accounts Assistant for our head office located in Henderson, 10 minutes drive south of Fremantle. The position will report to the Finance & Administration Manager, and will provide administrative skills, manage company payroll, accounts Payable and provide assistance to the accounting team.

Duties will include:

Task Management:

- Payroll – Manage employee files, Payroll, Data Entering and reporting as required
- Manage Company Employee Superannuation and Monthly Reconciling
- Workers Compensation – Complete documents and monitor workers compensation claims
- Monitor Leave Accruals
- Maintain Accounts Payable Monthly Reconciliation and Payments
- Petty Cash – Be Responsible for companies Incoming and Outgoing money
- Assist with Accounts Receivables as required

Interpersonal Management:

- Liaise with supervisors and managers to collect timesheets
- Liaise with suppliers as part of reconciliation process if required
- Liaise with Workers Compensation Insurance Company as required
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Information Management:

- Be Responsible for private and confidential employee paperwork
- Data Entry from suppliers invoices
- Produce fortnightly Payroll reports
- All Associated Filing

Qualifications and Skills;

Essential:

- Payroll background – 1 to 2 years experience
- Computer Literate: With AX as an advantage
- Some accounting background/understanding also an advantage
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To apply for this position, please send your resume and a covering letter to Sharnee Bradshaw at employment@strategicmarine.com