

# Procurement/Accounts Officer

## Position Description

<b>Employment Type:</b>	Full-time (Option for Part-time available)
<b>Hours of Work:</b>	38 hours per week (1.0) FTE, worked flexibly between 8am and 6pm, Monday - Friday
<b>Term:</b>	Ongoing / permanent
<b>Award:</b>	Manufacturing and Associated Industries and Occupations Award 2020
<b>Annual Salary &amp; Benefits:</b>	\$80k-\$90k per annum (depending on experience) + superannuation
<b>Location:</b>	QuantX Labs, Lot Fourteen, Level 2 Space Labs, Frome Road, Adelaide
<b>Reports To:</b>	Finance Manager
<b>Start Date:</b>	TBA

## Benefits

1. Be an integral team member of an emerging, world-leading deep-tech company with a strong pipeline of work in the Defence and Space sectors,
2. Bring your knowledge and expertise to help grow and influence the direction of the QuantX Labs administration and production environment,
3. Live and benefit from our company values of “respect, excellence and integrity”,
4. Work in an energetic and collaborative workplace within the Lot Fourteen Innovation Precinct located in the cultural centre of the Adelaide CBD,
5. Enjoy the small company culture enjoying regular social interactions with the QuantX Team.

## About the Position

We are seeking a highly motivated and detail-oriented Procurement / Accounts Officer to join our team. This role plays a crucial role in ensuring the efficient procurement of technical goods and services while maintaining accurate financial records.

As a Procurement/Accounts Officer, you will contribute to the overall success of our organization by maintaining smooth procurement processes and supporting various accounting functions.

## Job Summary:

The Procurement / Accounts Officer is responsible for managing the procurement process of technical equipment, materials, and services essential for the operation of the company. as well as assisting with various accounting and financial tasks. The ideal candidate possesses a strong understanding of procurement procedures, accounting principles, and excellent organizational skills.

## Duties & Responsibilities

<b>Procurement:</b>	<ul style="list-style-type: none"> <li>• Identify, evaluate, and select reliable vendors and suppliers for technical equipment, supplies, and services. Build and maintain strong relationships with suppliers to ensure timely delivery and cost-effectiveness and address inquiries and resolve discrepancies.</li> <li>• Develop and implement procurement strategies and processes which allow the creation of procurement workflows, order forms, in order to meet the technical requirements of the company. Collaborate with project leads and technical staff to understand their technical needs and create procurement plans accordingly.</li> <li>• Conduct cost analysis and negotiate with vendors to obtain the best possible pricing and terms. Monitor and report on cost-saving initiatives.</li> <li>• Ensure the quality and compliance of procured technical items with established standards and specifications.</li> <li>• Maintain accurate records of inventory levels, reorder points, and consumption trends. Ensure timely replenishment of stock to avoid disruptions.</li> <li>• Prepare purchase orders, contracts, and agreements and ensure timely delivery of goods and services.</li> <li>• Maintain organized procurement documentation, including invoices, receipts, and contracts.</li> <li>• Ensure compliance with company procurement policies and regulations.</li> </ul>
<b>Accounts Management:</b>	<ul style="list-style-type: none"> <li>• Process invoices, expense reports, and purchase orders. Verify accuracy, coding, and approval of financial documents.</li> <li>• Ensure compliance with accounting principles, company policies, and relevant regulations. Maintain accurate and up-to-date financial records using accounting software.</li> <li>• Reconcile accounts payable and resolve discrepancies, and address vendor inquiries.</li> <li>• Maintain accurate and up-to-date financial records using accounting software.</li> <li>• Assist with any other accounting tasks as required.</li> </ul>
<b>Compliance and Documentation:</b>	<ul style="list-style-type: none"> <li>• Keep abreast of industry regulations and best practices related to procurement and accounting.</li> <li>• Maintain organized records of procurement transactions, contracts, and financial documents.</li> <li>• Assist in audits and ensure compliance with internal and external auditing standards.</li> <li>• Assist in developing and implementing procurement and accounting policies and procedures.</li> <li>• Collaborate with cross-functional teams to gather information, resolve issues, and ensure a smooth flow of procurement and financial processes.</li> <li>• Communicate effectively with vendors, clients, and internal stakeholders to address inquiries and resolve discrepancies.</li> </ul>
<b>Reporting:</b>	<ul style="list-style-type: none"> <li>• Accurately input data into relevant systems and maintain up-to-date records.</li> <li>• Assist in the maintenance of electronic and physical filing systems.</li> </ul>

<b>Communication:</b>	<ul style="list-style-type: none"> <li>• Liaise with internal departments to ensure seamless flow of information and efficient collaboration.</li> </ul>
<b>General Office Support:</b>	<ul style="list-style-type: none"> <li>• Contribute to the overall tidiness and organization of the office environment.</li> <li>• Provide support to colleagues as needed, fostering a positive and cooperative team atmosphere.</li> <li>• Be flexible and willing to take on various tasks and responsibilities as requested by managers.</li> </ul>

The responsibilities as specified above are representative of the role as envisioned under normal circumstances and may be altered in accordance with the changing requirements and growth of the position.

## Selection Criteria

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent communicator,</li> <li>• Flexible, adaptable and collaborative,</li> <li>• Hard-working, motivated high level of initiative,</li> <li>• Ability to organise, self-manage and prioritise tasks,</li> <li>• Ability to problem solve,</li> <li>• Attention to detail,</li> <li>• Wanting to learn new skills.</li> </ul>
<b>Citizenship Requirements</b>	<ul style="list-style-type: none"> <li>• Must be an Australian citizen.</li> </ul>
<b>Experience Requirements</b>	<ul style="list-style-type: none"> <li>• Strong organizational skills and the ability to manage multiple tasks simultaneously.</li> <li>• Attention to detail and accuracy in data entry and documentation.</li> <li>• Effective verbal and written communication skills.</li> <li>• Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and basic computer skills.</li> <li>• Ability to work collaboratively in a team environment and adapt to changing priorities.</li> <li>• Problem-solving skills and the ability to make sound decisions within defined parameters.</li> <li>• Customer-focused mindset with the ability to maintain positive vendor relationships.</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>• The role is based in an office environment.</li> <li>• May require occasional lifting and carrying of office supplies.</li> <li>• Some flexibility in working hours may be required to accommodate events or deadlines.</li> </ul> <p>This Position Description outlines the primary duties and requirements of the role, but it is not exhaustive. The organization reserves the right to amend this description as necessary to meet the evolving needs of the business.</p>