

Position title:	Assistant Accountant
Department:	Finance
Team:	Financial Control
Reports to:	Senior Financial Accountant
Direct reports:	None
Location:	Melbourne
Document review date:	November 2023

### Role overview

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The purpose of this role is to provide key financial support to the Financial Control team in addition to the wider Tilt Renewables business. The Assistant Accountant is primarily responsible for the accounts payable function on a day-to-day basis as well as office administration duties as required.

The role is accountable for ensuring accurate and complete recording of supplier invoices; efficient payment of invoices in accordance with agreed terms; and continuous improvement of accounts payable processes. The Assistant Accountant is also responsible for assisting the Financial Control team with month end close activities. This is a critical role to ensure that the business operates effectively, and Tilt Renewables' values are represented in the day-to-day operations and communications with suppliers and employees.

### Key accountabilities

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The key accountabilities may include (but are not limited to):

#### Accounts payable

- Timely entry of supplier invoices into TechnologyOne (ERP).
- Prepare weekly and ad-hoc pay run files for upload into banking platforms for payment approval.
- Maintain creditor accounts in TechnologyOne.
- Key point of contact for creditor communication including verification procedures.
- Proactively identify and contribute to the continuous improvement of the accounts payable function.
- Complete the accounts payable reconciliation to the general ledger.

#### Financial Control support activities

- Complete end-to-end bank reconciliations.
- Assist the Treasury Analyst with short-term working capital cash flow forecasting based on upcoming invoice payments.
- Assist the Financial Control team with posting accounts payable accruals and prepayment journals and resolving ad-hoc queries.
- Prepare landowner royalty calculations for month end journal posting.
- Support the Financial Control team in preparation for the year end audit and reporting requirements.
- Liaise with external auditors and lead audit requests relating to accounts payable and cash.

### Accounting administration

- Prepare, validate, and record landowner/royalty RCTIs.
- Respond to ad hoc finance queries from the wider organisation.
- Prepare ad hoc reporting documentation for stakeholders.
- Prepare and lodge the Payment Times Reporting Scheme (PTRS) with the Australian Government.
- Prepare and lodge business surveys with the Australian Bureau of Statistics.
- Maintain soft copy documentation filing.
- Develop and maintain finance filing and storage of hard copy documentation.

### Accounting administration

- Perform work related errands: post office and bank.
- Receive, sort and distribute incoming mail including deliveries and outgoing couriers/mail.
- Manage kitchen supply orders such as tea, coffee and milk.
- Monitor the shared info email addresses including phone management, direct emails and answer/forward as required.
- Support the Executive Assistant with administrative tasks as required.

### Key relationships

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This role will work closely with:

#### Tilt Renewables stakeholders:

- Finance team
- Other business teams: Development, Delivery, Operations, Legal, People and Culture and Technology
- Executive team: EGM Development, EGM Delivery, EGM Operations, CEO and CFO

### External stakeholders

- Key suppliers and vendors
- External auditor

### Skills and experience

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- Experience in a high-volume accounts payable role.
- Technical proficiency with Microsoft Office products.
- Experience with TechnologyOne is preferred but not essential.

### Qualifications

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- Tertiary qualification in a Business or Finance degree equivalent.

### Key competencies and capabilities

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#### Competencies

- High attention to detail
- Team player
- Strong communication and interpersonal skills to maintain positive relationships with employees and suppliers.
- Forward thinking to identify inefficiencies and execute policies and procedures.

## Position Description



- Excellent work ethic with the ability to self-manage workload.

### About Tilt Renewables

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Tilt Renewables aims to be the leading developer, owner and manager of renewable energy generation assets in Australia. With 1.7 GW of Operational Assets and a pipeline of over 5GW we are well positioned to achieve this.

We are proudly Australian with strong brand recognition known for developing and operating, high quality assets in Australia with a long-term owner's perspective. With a significant pipeline of development opportunities, we have an appetite for growth.

Our approach is to adopt a pragmatic view of the development, asset operation and energy market functions focussed on optimising customer, investor, employee and community outcomes. This requires agile and effective decision making and outstanding execution of opportunities.

Credibility in the eyes of our investment stakeholders as well as strong relationships with our customers, key suppliers, contractors and the communities we operate in are critical to Tilt Renewables' success. Tilt Renewables has corporate offices in Melbourne and Sydney and a rapidly growing capable team of approximately 90 employees who are able to apply themselves to any issue or opportunity, regardless of functional structure.

We are committed to a customer centric renewable energy solution, building on our enviable track-record, experience, and reputation.

### Our Vision

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Our vision ***to drive the transition to renewables through everything we do*** focuses on us helping create the world we want to be part of and to look for those opportunities in everything we do.

### Our Values

Developed by our team to reflect what matters most to us, our values are simple, unequivocal, and focused on how we generate a difference – for our business, for our people, for our investors and for the communities we work with.

**We are People Powered | We Get It Done | We Lead**

### Our Investors

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Tilt Renewables has three key investors:

- Future Fund (40%)
- QIC (40%); and
- AGL (20%)