



## **Administration Manager – Construction Industry**

- **Growing Business**
- **Privately Owned**
- **Mascot Based**

### **The Company:**

The Killahy Group consisting initially of Killahy Constructions was started by Patrick Farrell in 2012, specializing in the civil and structural construction industry. In 2015, Killahy Equine commenced operations as a result of Patrick partnering up with Charlie Hay who had returned from the UK after working as Operations Director for Loddon Engineering Ltd, official supplier of equestrian facilities to Queen Elizabeth II. The combined strength of both the civil and equine operations has resulted in continued strong growth with additional resources needed to administer a business with some forty plus employees.

### **The Opportunity:**

Our client is seeking a hands-on Administration Office Manager to manage all aspects of the administration requirements for both the civil and equine businesses. This is an opportunity to join a relatively new company that requires an experienced administration professional to take on the responsibility of this role currently being performed by management. Your experience and professionalism will enable you to refine and implement the required systems, procedures and disciplines needed so that the business can operate more efficiently with a solid administration platform that can support the ongoing growth.

### **Responsibilities:**

Being accountable to and working with the Business Management, your role will consist of the following for both businesses:

- Processing payroll including uploading and maintaining all the required employee details in our online accounting system. Payroll will need to be processed against the applicable award in relation to pay rates and entitlements.
- Processing and managing accounts receivable and payable
- Processing and maintenance of accounts in Xero
- Ensuring all accounts are in order for processing of quarterly BAS
- Reconciliation of the company accounts to ensure balances are correct
- Ensuring and maintaining a systems approach to managing, approving and recording or operating expenses for accurate reporting of profitability and taxation compliance
- Implementing with appropriate checks and balances an efficient method of payment of accounts via internet banking
- Provision of management accounts in both hard and softcopy form for reviewing by management on a timely basis consisting of P&L, debtors, creditors and balance sheet
- Provision of other reports for analysis of business performance as requested from time to time
- General reception and office duties as required
- Assisting in purchasing materials, resourcing projects allocation of personnel

### **Key Capabilities and Experience:**

To be successful in this interesting role in a growing business you will need to:

- Have excellent interpersonal and communication skills both verbal and written
- Be able to provide evidence of being a qualified user of Xero and or an equivalent business accounting software system
- Have a sound working knowledge of Microsoft Office with the ability to format spreadsheets
- Ideally have at least 3 years experience working in an administration role in the construction industry (however backgrounds in banking, accounting, real estate or facilities management will also be well regarded)

- Have the initiative to implement systems and procedures where there are clearly gaps in current process and to be forthright in ensuring procedures are used by all
- Have an adaptable and patient approach to work which is paramount in a small growing business
- Have a strong work ethic as an important member of a small team driving the growth of the businesses

**Rewards:**

The rewards on offer for this role include:

- An attractive base salary
- Superannuation