



ACCOUNTS & HR ROLE

Based in the Western Districts of Victoria, Total Livestock Genetics (TLG) is an industry leader in animal reproduction and the live export of quality breeding stock.

Total Livestock Genetics has a permanent vacancy in its accounting area.

The successful applicant will be required to assist in the financial management of Total Livestock Genetics reporting to the directors of the business, while also assisting in Human Resources. This position will suit an applicant who is highly motivated and willing to work in a team environment.

Responsibilities will include but are not limited to:

- Accounts payable and receivable
- Debtor control
- Assisting in general financial management and analysis
- Monitoring and reporting of business activities
- Research and prepare grant applications and funding opportunities
- Stock maintenance
 - Ordering and liaison with suppliers
 - Inventory levels / Reconciliation
- HR coordination
 - Payroll
 - Superannuation
 - Compliance
 - Training and development

The opportunity exists for suitably experienced and qualified candidates to take on more advanced tasks (i.e. foreign exchange, budgeting/forecasting, cash flow etc)

Requirements:

- 2-5 years experience in a similar role
- A strong attention to detail and accuracy
- Ability to work to deadlines
- Solid customer service attitude

This is a permanent full time position and a salary package commensurate with skills and experience will be paid to the successful applicant.

Written applications and references to:

The Manager

Total Livestock Genetics

P.O. Box 105

Camperdown VIC 3260

Or email: tlg@tlg.com.au

For further information please phone (03) 5593 2016

Applications close Friday May 31st 2019