

# Accounts & Administration Support Job Description

<b>Company:</b>	Logic Forest Solutions Ltd
<b>Employee:</b>	To be advertised
<b>Job Title:</b>	Accounts & Administration Support
<b>Reports to:</b>	Finance Manager
<b>Date prepared:</b>	21 May 2026

## Position Purpose

The Accounts & Administration Support role supports the day-to-day financial, administrative, and office systems functions of Logic Forest Solutions.

Working as part of a wider team, the role is primarily responsible for managing PSLog administration, ensuring harvest docket data is accurately entered, reconciled, and maintained to support customer and supplier reporting.

## Key Responsibilities

Tasks	Competency Indicators
<b>PSLog and Harvest Administration</b>	
Manage PSLog data entry, reconciliation, and administration	<ul style="list-style-type: none"> <li>• Maintains accurate PSLog records and harvest docket data.</li> <li>• Reconciles information promptly and follows up discrepancies.</li> <li>• Ensures data is reliable for reporting and billing.</li> </ul>
Manage Xero harvest accounts	<ul style="list-style-type: none"> <li>• Processes harvest-related entries accurately and on time.</li> <li>• Keeps account information current and well organised.</li> <li>• Supports accurate month-end and financial reporting.</li> </ul>
Liaise with clients and suppliers	<ul style="list-style-type: none"> <li>• Communicates clearly and professionally with clients and suppliers.</li> <li>• Follows up queries and requests in a timely manner.</li> <li>• Maintains positive working relationships.</li> </ul>
<b>Finance Support</b>	
Assist the Finance Manager with finance administration	<ul style="list-style-type: none"> <li>• Supports month-end and routine finance tasks.</li> <li>• Completes Xero and WorkflowMax data entry accurately and on time.</li> <li>• Handles financial information carefully and confidentially.</li> </ul>
<b>Office Systems and IT Support</b>	
Support office systems, information management, and administration processes	<ul style="list-style-type: none"> <li>• Maintains organised, accessible records and information.</li> <li>• Supports efficient office systems and administration processes.</li> <li>• Contributes to practical improvements across office support functions.</li> </ul>

<b>Administration and Office Support</b>	
Provide general administration assistance	<ul style="list-style-type: none"> <li>• Provides timely day-to-day administration support to the team.</li> <li>• Maintains filing, records, and general document control.</li> <li>• Assists with office tasks and correspondence as required.</li> </ul>
Respond to general office enquiries and duties as required	<ul style="list-style-type: none"> <li>• Responds to office enquiries in a professional and helpful manner.</li> <li>• Supports the smooth day-to-day running of the office.</li> </ul>
<b>Health, Safety, Quality, and Professional Conduct</b>	
Adhere to company requirements and standards	<ul style="list-style-type: none"> <li>• Complies with Logic FSL health and safety, quality, and confidentiality requirements.</li> <li>• Demonstrates professionalism, accuracy, and accountability in all work.</li> <li>• Responds positively to changing business needs and additional tasks as required.</li> </ul>

## General

<b>Tasks</b>	<b>Competency Indicators</b>
Strong focus on Logic FSL policies and procedures	<ul style="list-style-type: none"> <li>• Follows company systems, processes, and procedures consistently.</li> <li>• Supports good business practice across daily work.</li> </ul>
Work in a productive and professional manner at all times	<ul style="list-style-type: none"> <li>• Completes work accurately, efficiently, and professionally.</li> <li>• Maintains a positive and reliable approach in the workplace.</li> </ul>
Support the wider team as required	<ul style="list-style-type: none"> <li>• Responds positively to changing priorities and additional tasks.</li> <li>• Works cooperatively and contributes to a well-run office environment.</li> </ul>

## Qualifications, Experience and Competencies

### Qualifications and Experience

- Proven capability in administration, accounts, or office support
- Sound working knowledge of business systems and software
- Strong data entry, reconciliation, and record management skills
- Ability to work effectively across a range of administrative and support tasks

### Core Competencies

- Strong attention to detail and accuracy
- Well organised with good time management skills
- Confident working with systems, information, and office processes
- Able to identify discrepancies and support timely resolution
- Clear and professional communicator
- Practical, reliable, and supportive team member
- Able to work effectively in a fast-paced environment

**Live into our Core Values**

- Honesty – We are honest to ourselves, our team, and the people we work with
- Legacy – We advance our industry for the benefit of the land and the people
- Innovation – We are progressive explorers, always searching to lead the way
- Quality – We strive for excellence in all that we do
- Fun – We enjoy and are grateful for the opportunity

**Hours of Work**

This role is generally based on 40 hours per week, worked flexibly between Monday and Friday to meet business requirements.

**Read and agreed to by**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_