



TASMANIAN PORTS CORPORATION PTY LTD
POSITION DESCRIPTION

POSITION TITLE:	Invoicing Administrator
REPORTS TO:	Team Leader - Administration
DIVISION:	Corporate Services
LOCATION:	Launceston

Purpose of the Position

- This position is primarily responsible for the collation of shipping manifests and prompt processing and issuing of wharfage and marine services invoices are promptly processed for TasPorts and its subsidiaries.
- Providing timely and accurate statistical shipping and cargo reporting for internal and external stakeholders.
- Provide key support to the Manager – Finance and Team Leader - Administration to maintain and improve the timeliness, accuracy and quality of invoicing and statistical reporting as well as improving the internal customer service levels delivered by the Corporate Services division.

Key Accountabilities

- Collate cargo information and process wharfage invoices for customers.
- Collection of information and processing of port dues invoicing.
- Maintain a sound knowledge and understanding of the various agreements and processes for charging customers.
- Liaise with internal stakeholders to collate data and information for the producing of company-wide statistics.
- Prepare statewide shipping and cargo data and information periodic reporting. This includes end of year financial year reports and regular monthly shipping and wharfage reports.
- Collect data and information to collate and prepare reviews of budget shipping forecast information.
- Liaise with stevedores and ships agents in relation to day-to-day matters associated with shipping manifests.
- Fulfil information requests from external parties with regard to cargo and shipping matters.
- Maintenance of wharfage and port dues in relevant TasPorts information systems and software.
- Assist in maintaining the state-wide pricing database and audit process.
- Give ongoing instruction to internal and external information system programmers to enable accurate maintenance of the relevant invoicing related information systems.
- Ongoing contributions to improve and maintain high quality wharfage and marine services reporting systems and processes.
- Support other Corporate Service administration staff through cross-training, leave cover and overflow assistance in times of high workloads.
- Perform other duties as required in accordance with qualifications and competence.

Key Internal and External Contacts and Relationships

External

- TasPorts Suppliers

Internal

- Finance and Corporate Services Team
- Commercial and Trade Team
- Executive Leadership Team (ELT)
- Senior Leadership Team (SLT) and staff involved in purchasing of goods and services

Experience and Capabilities

- Several years demonstrated relevant experience in senior administration or financial processing roles.
- Highly developed interpersonal and communication skills (written and verbal) and the ability to liaise effectively with both internal and external stakeholders.
- Proven self-management skills including ability to work autonomously, meet deadlines prioritise tasks and effectively manage workload.
- Knowledge and understanding of basic accounting and audit processes.
- Competence in the use of desktop computers Microsoft Office applications and experience in financial systems and databases.
- Knowledge and experience within shipping or transport industries (desirable).

Qualifications / Certifications

- Current drivers Licence
- Capability to obtain and hold a Maritime Security Identification Card (MSIC)

Employment Conditions

- Permanent full-time, TasPorts Workplace Agreement - Administrative & Technical Level 4

Authorities

- This role carries the delegated authorities as defined in the TasPorts *Delegations Manual*
- TasPorts Health, Safety and Environment Responsibility and Authority: Refer to Section 4 of the *TasPorts HSE Responsibility and Authority Procedure*

Direct Reports

