



M H PREMIUM FARMS

Lamb Wool Beef Wheat Cotton Sugar

Position Title: Accounts Payable
Entity: MH Premium Farms (MHPF)
Report To: Financial Controller

About Us

MHPF is a private landholder of Australian agricultural assets. We operate 16 properties over 59,000 hectares in Eastern Australia, strategically located over several climatic regions. The portfolio is comprised of:

- Prime lambs, wool and cattle
- Broadacre cropping of cereals and oilseeds
- Irrigated cotton and sugar

Our Philosophy

MHPF's aim is to be a market leading and sustainable producer of livestock and crop. We take a long-term view and continually look for opportunities to grow and improve the business.

About this role

The purpose of this role is to effectively manage the day-to-day responsibilities of the Accounts Payable function by completing payments and control expenses by receiving, processing, verifying, and reconciling invoices.

This position requires a high level of integrity and confidentiality as they maintain relationships and provide support.

Key duties and responsibilities

Accounts Payable

- Process invoices in TRAILD for approval by farm and area managers. Coding invoices using details from purchase orders where available
- Liaise with TRAILD to ensure functionality is continually improved and operating as expected
- Process creditor payments in MYOBA on a fortnightly basis and ad hoc as required
- Reconcile supplier accounts to statements and ensure all invoices are received
- Manage individual accounts to ensure suppliers are paid in a timely manner
- May Manage electricity, telephone and motor vehicle registers and payments
- Accurately answer all queries as they arise and work collaboratively with farm managers
- Assist in general administrative functions and ad hoc duties as required by management

Key relationships and stakeholders

- Private UK based shareholder
- MHPF area and farm managers
- MHPF executives, finance and admin team
- IT and other service providers

Skills and Experience

Skills & Experience

- Demonstrate experience in a similar role
- An enthusiastic, can-do personality with a team focus
- Professionalism, act with integrity and confidentiality
- IT savvy with great working knowledge of MS Office
- Strong communication, interpersonal and liaison skills
- High level organisational skills including the ability to effectively prioritise workload and meet deadlines
- Attention to detail and presentation
- Ability to work independently as well as in a team

Other

- Current driver's license required as travel may be required from time to time