



The Modra Technology Difference

EXPERTISE: Developing smart solutions to problems in the soft flooring industry

RESPONSIVE: Remote support & local technicians (AUS, USA, CHINA & EU)

TRUSTED: 30 years' experience, trusted and well known to deliver

PROVEN: Global results with machines sold across 30+ countries

FINANCE AND PAYROLL SUPPORT OFFICER

Position Information	
Employment Type:	Part time (0.5 FTE), ongoing
Hours of Work:	38 hours per fortnight, worked as fixed days and hours: 2 days in week one and 3 days in week two, unless otherwise agreed in writing. The 3-day week includes Monday, non-negotiable day reserved for fortnightly payroll processing.
Reports to:	Financial Accountant (day to day), Chief Financial Officer (Manager)
Conditions:	\$34.41 per hour (\$68,000 salary pro rata) + Superannuation <i>Performance Incentive: eligible for up to 10% annual incentive, pro rata to FTE</i>
Award:	Clerks – Private Sector Award 2020, Level 3 Any additional hours worked at Modra's direction are paid in line with the Award.
Location:	On-site Warragul. This role is not offered as a hybrid.
Organisation Information	
About Us:	<ul style="list-style-type: none">• Modra Technology is an Australian owned and operated company based in Warragul, Gippsland, with a client base spanning the globe. With over 25 years' industry experience.• Modra is committed to ongoing innovation. The Company has received multiple business awards for excellence in performance, success, and achievement within manufacturing and export, primarily serving the carpet manufacturing industry with cutting-edge products to support their continued success.• Modra has grown to serve over 200 customers across 35 countries, with over 400 of our machines located worldwide.• With revenue exceeding \$35m, Modra is a profitable and cash generative business looking to accelerate growth organically and via acquisition. To facilitate this, private equity firm Australian Business Growth Fund invested in Modra in 2025 to support and fast track this growth.
Our Culture:	<ul style="list-style-type: none">• Values: Innovation and Excellence, Customer-Centric Approach, Collaboration and Teamwork, Global Reach, Local Touch.• Modra is advancing the carpet manufacturing industry through decades of expertise and focused research and development. More recently, this focus has been around creating innovative automation solutions for the industry.• The company is focused on solving customer problems and provides a high level of customer service.

	<ul style="list-style-type: none"> The health and safety of our team is always a priority as well as providing an environment where equal opportunity and non-discriminatory practices are embedded in the culture of Modra Technology.
The Role	<p>The Finance and Payroll Support Officer provides accurate, timely accounts payable, supplier payment and payroll support, with accounts receivable and general ledger reconciliation support, working day to day with the Financial Accountant.</p> <p>This part-time, on-site role works a fixed fortnightly pattern, including a fixed pay run day with related payroll administration across the period. The role prepares and processes payroll with general guidance, within established procedures, applying award and contract rules to time data, and covers payroll when the Financial Accountant is absent. Oversight, sign-off and intervention remain with the Financial Accountant and/or CFO.</p> <p>Accounts payable, supplier payments and payroll are expected to make up around 80% of the role's time, with the balance across reconciliations, journals and accounts receivable support.</p>

Role Information	
The role includes but is not limited to the following key duties, standards and compliance requirements:	
Duties:	<p>Accounts Payable</p> <ul style="list-style-type: none"> Receive, check, code and process supplier invoices in SAP Business One against purchase orders and approvals. Freight and shipping invoices arrive reviewed and coded by the International Shipping Specialist and Business Support role. Reconcile supplier statements and resolve queries and discrepancies with suppliers and internal teams, escalating disputes to the Financial Accountant. Set up new suppliers and process approved changes to supplier details, independently verifying any new or changed bank details before payment. Maintain accurate supplier records and audit-ready filing. <p>Supplier Payments</p> <ul style="list-style-type: none"> Prepare weekly AUD payment batches and foreign currency (FX) payments for approval, in line with direction from the Financial Accountant. Confirm payments are released as approved and remittance advice is issued. <p>Accounts Receivable (where not already performed within the finance team)</p> <ul style="list-style-type: none"> Prepare and issue customer invoices in SAP Business One from approved sales orders. Allocate customer receipts and maintain accurate debtor records. Prepare aged debtor reports and follow up overdue accounts with customers, as directed by the Financial Accountant. Commission administration, subject to Financial Accountant approval and where capacity allows given the part-time nature of the role. <p>Ledger Reconciliations and Journals</p> <ul style="list-style-type: none"> Support the preparation of monthly general ledger and balance sheet account reconciliations, including clearing, accrual, prepayment and payroll liability accounts, to the timetable set in the month-end close calendar. Investigate

	<p>variances, referring unresolved items to the Financial Accountant, and prepare journals for review and entry as required.</p> <ul style="list-style-type: none"> • Complete bank reconciliations, including multi-currency accounts, within agreed timeframes. • Process, code and reconcile company credit card transactions, following up receipts and documentation with cardholders. <p>Payroll</p> <ul style="list-style-type: none"> • Check Hours data against the applicable modern award and each employee's contract terms, following up anomalies or missing approvals with the relevant manager. • Calculate pay, overtime, penalties, allowances and leave, and administer the fortnightly pay run in Employment Hero to a complete, checked state for Financial Accountant oversight and sign-off, with a variance report each cycle. • Set up and maintain employee pay details in Employment Hero, including rates, pay categories, leave, super and tax, for new starters, changes and departures, using employment information maintained by the People, Safety and Quality Coordinator. • Prepare termination and final pay calculations, and update award rates following the Annual Wage Review, for Financial Accountant approval. • Respond to employee payroll and leave queries, referring complex or disputed matters to the Financial Accountant. • Support payroll compliance, including Single Touch Payroll, superannuation and leave liability reporting. • Cover payroll when the Financial Accountant is absent, through to CFO sign-off. <p>Finance Team and CFO Support</p> <ul style="list-style-type: none"> • Support month-end close, audit preparation and procedure improvement as directed by the Financial Accountant or CFO. • Support Modra's R&D activities within the scope of normal responsibilities. • Other finance or administrative tasks as reasonably required, for which the employee is suitably skilled.
Role Boundaries:	<p>This role does not include:</p> <ul style="list-style-type: none"> • Approving or releasing payments, approving journals, final pay run sign-off, or deciding unclear or disputed entitlements (Financial Accountant and/or CFO). • Setting credit terms, credit holds, debt write-offs or resolving customer disputes (Financial Accountant and/or CFO). • Advising managers on employment conditions or pay decisions (Department Heads, Financial Accountant and CFO). • Ownership or sign-off of month-end close, financial reporting, audit management, FX management or finance systems oversight (Financial Accountant and/or CFO). • HR records, onboarding, recruitment, employment documentation, policy, OHS or quality administration (People, Safety and Quality Coordinator).

	<ul style="list-style-type: none"> Shipping, freight invoice coding, milestone tracking (International Shipping Specialist and Business Support). Sales support, customer service, office administration or event coordination.
Work Environment and Physical Requirements:	<p><i>Standard office environment.</i> Physical requirements and Health and Safety considerations specific to this role include:</p> <ul style="list-style-type: none"> <i>Sedentary tasks with occasional standing, walking and light lifting duties, including climbing of stairs (main office location).</i> <i>Ability to make occasional visits to production areas as required.</i> <i>Extensive use of computers and standard office equipment for daily finance and payroll functions.</i> <p>Employees are expected to maintain their health and well-being by adhering to ergonomic practices, taking regular breaks, and promptly reporting any concerns.</p>
Compliance Requirements:	<p>All employees are required to:</p> <ul style="list-style-type: none"> follow any reasonable instruction that enables us to comply with legislative requirements affecting Victorian workplaces, as well as those workplace health and safety requirements relevant to external or third party sites, exhibitions, or client locations. maintain confidentiality of company, supplier and employee financial information at all times. follow our policies, procedures and systems of work for effective and safe work practices either as outlined in our handbook, individually documented or verbally instructed by suitably skilled persons. promote a safe and supportive work environment for all employees, contributing to safety-first operations at Modra Technology.
Professional Standards:	<p>All employees have a responsibility to maintain professional standards, including:</p> <ul style="list-style-type: none"> Model the business's values. Be professionally presented including hygiene and suitable attire/correctly wear the uniform. Maintain a clean, tidy and safe workspace. Ensure professional and informative communication. Safe and legal operation of any vehicle used for work purposes. Assist with other duties for which you are suitably skilled, without detriment to essential deliverables.

Selection Criteria	
People being considered for this role should be reviewed against the following criteria:	
Employment Eligibility:	<p>The person in this role is required to have the following:</p> <ul style="list-style-type: none"> Be an Australian Citizen, Permanent Resident or hold a valid work permit or visa. National Police Records Check, mandatory and a condition of employment, including a 100-point proof of identity check. Drug and alcohol screening and pre-employment medical, as reasonably required.

Qualifications & Licences:	<p>Essential</p> <ul style="list-style-type: none"> • Certificate IV or Diploma in Accounting, Bookkeeping or a related field (or equivalent experience). <p>Desirable</p> <ul style="list-style-type: none"> • Payroll training or certification.
Skills & Experience:	<p>Essential</p> <ul style="list-style-type: none"> • Demonstrated experience in accounts payable, supplier payments and reconciliations, including bank and credit card reconciliations. • Demonstrated experience running end-to-end payroll in a cloud-based payroll system, including applying modern award and employment contract provisions to time data. • Competence with accounting systems and Microsoft Office, particularly Excel. • Clear written and verbal communication with suppliers, colleagues and managers. • Ability to work with general guidance within established procedures, including providing payroll cover in the Financial Accountant's absence. <p>Desirable</p> <ul style="list-style-type: none"> • Experience with SAP Business One and Employment Hero. • Experience processing foreign currency payments and reconciling multi-currency accounts. • Experience in accounts receivable, including customer invoicing, receipt allocation and following up overdue accounts. • Experience preparing general ledger and balance sheet reconciliations and journals, including accruals and prepayments. • Experience calculating termination payments and processing Annual Wage Review updates. • Experience in a manufacturing or export environment, including applying the Manufacturing and Associated Industries and Occupations Award 2020.
Personal qualities & traits:	<ul style="list-style-type: none"> • Accurate and detail-oriented – checks work carefully and takes pride in clean, reconciled records. • Trustworthy and discreet – handles financial, supplier and employee information with integrity and confidentiality. • Organised and reliable – plans work across a part-time fortnight and meets pay run and payment deadlines. • Collaborative – works constructively with the Financial Accountant, finance team and colleagues across the business. • Sound judgement – recognises when to resolve an issue and when to escalate or seek direction. • Proactive – identifies ways to improve processes and reduce rework.

Key Selection Criteria

To help us consider your application, please provide examples of your experience in relation to our Key Selection Criteria (below) in your Cover Letter or Application.

1. **Demonstrated experience in accounts payable**, including invoice processing, supplier statement reconciliation and preparation of supplier payments, ideally with some accounts receivable experience.
2. **Experience completing bank and credit card reconciliations** accurately and within deadlines, ideally including multi-currency accounts, general ledger reconciliations and journals.
3. **Demonstrated experience running end-to-end payroll** in a cloud-based system, ideally Employment Hero, including applying modern award and contract rules to time data.
4. **Strong attention to detail**, with a methodical approach to checking information and maintaining accurate, audit-ready records.
5. **Sound judgement and communication skills**, including handling confidential information with discretion and knowing when to escalate issues.

How to Apply

Please submit your resume and a brief response addressing the 5 key selection criteria via Seek.

Applications will be considered throughout the vacancy period and the position may be filled prior to closure. Agency applications are not invited at this time.