

Title: Finance & Administration Support Officer

Salary: \$65,000 - \$70,000 p.a. plus super contribution of 10%

Department: Corporate

Location: Sydney, Australia

Type: Part time

Summary

Financial and Administrative Support role that requires a Cert IV in Bookkeeping or equivalent, and will assist in payroll administration and executive support.

About Us

Archer Materials Limited is an ASX listed technology company that builds advanced semiconductor devices, including processor chips relevant to quantum computing.

We create disruptive deep tech to address complex global challenges.

Archer is developing a novel quantum computing processor chip for practical applications in mobile technology. As a member of the IBM Quantum Network, Archer is one of only a few companies globally commercialising quantum computing processor hardware.

The Role

The position of Finance and Administration Support Officer is a newly created role within Archer. The role focusses on the execution of finance related activities, including procurement and payroll related administration, as well as the provision of high level executive administrative support to the CEO and broader team.

This role is offered on a permanent part time basis (FTE 0.6) and is based in Sydney. The incumbent must be able to live and work in Sydney, Australia. The position reports to the CEO based in Sydney with a dotted line to the CFO based in Adelaide.

Responsibilities

- Accounts payable assistance, including timely and accurate processing of invoices as required
- Setting up accounts with suppliers and managing related administration, including purchase orders
- Management and monitoring of procurement processes
- Producing procurement reports on an ad-hoc basis
- Reconciliations of credit cards and supplier accounts
- Payroll related administration and assistance with employee records maintenance
- General finance and administration tasks as required
- Travel coordination and payment related to conferences and other work-related events
- Provision of general administrative support to the CEO and the broader team including preparation of business related documentation, reports and presentations

Required Skills, Experience & Qualifications

- Experience in a similar role with a strong exposure and high proficiency in MYOB and Excel

- Experience in all technical aspects involved in a senior bookkeeping role, including payroll administration.
- A Cert IV in Bookkeeping or equivalent
- Advanced levels of proficiency in Microsoft Office applications

Desired Skills and Experience

- Highly professional and organised, able to meet deadlines and prioritise workload from multiple sources
- Excellent communication and negotiation skills
- Ability to problem solve and work independently
- Strong relationship building skills (internally and external)
- Pride in quality of work and high level of attention to detail

The role requires the right to live and work in Sydney, Australia.