



Who we are

Windlab is the 100% Aussie-grown global renewable energy company championing Australia's clean energy transition.

We exist to go big on renewables. Fully integrated across the entire renewable energy value chain, Windlab uses world-leading science to find, construct and operate Australia's top-performing renewable energy projects.

Windlab is headquartered in Canberra with offices in Sydney, Melbourne, Brisbane, Townsville, Ararat, and Hughenden. With almost 24GW currently in development or under construction, and our sights set on our five-year 10GW plan, Windlab has the science, skills and the financial backing required to deliver our ambitious pipeline and **make fossil fuels obsolete**.

Based in Canberra, we are looking for a professional and highly skilled Accounts coordinator to join our finance team on a 12 month, fixed term contract.

About the Role

Supporting the finance team in day to date operations and transactions your key responsibilities will be:

- Performing the accounts' payable function including processing of invoices received, ensuring correct use of purchase orders (POs) and appropriate purchasing controls, preparation of batch payments in online banking platform.
- Performing accounts receivable function including customer billing and following up due debtors.
- Reconciliation of bank accounts and company credit cards.
- Reviewing and assisting with staff expense claims.
- Checking and updating ledger balances in finance system.
- Assisting with data processing and collation of information, such as responding to industry surveys.
- Assisting with audits, FBT preparation and other finance matters.
- Liaison with internal and external stakeholders via phone calls, face to face conversations, teams' messages, and emails.
- Working closely with Financial Accountant to prepare payment runs.
- General support and administration with the Finance team
- Other duties as directed from time to time.

Who we are looking for!

You will be a team orientated individual who has a focus on delivering excellence. Your outstanding communication skills and ability to collaborative with diverse stakeholders will ensure success in the role.

You will have a wealth of experience in accounts payable/receivable and be competent in the use of accounting/bookkeeping software and familiarity with financial software such as NetSuite or other ERP systems is the key to success in this role.

Our organisational culture is central to our success, and our pillars of character drive everything we do:

Speak up - Make a difference. The biggest challenge humanity faces need big brains, big voices, and fresh perspectives. **Respect expertise** - Listen and learn, always. Ability trumps hierarchy. Share smarts and contribute. **Prove it** - Science and business do not progress on assumptions. The problems we are solving deserve robust justification. – **Collaborate** -Our skills mix is our superpower. Democratise knowledge, multiply capacity.

Do you want to be part of an organisation who are working on an exciting portfolio of projects?

Click [HERE](#) to apply

At Windlab we value the expertise and experience that each individual brings to our workplace. If there is a better way, a fresh perspective, or a counterpoint then we want to hear about it. We like to share knowledge, test thinking, bring the community into the process and ultimately multiply capability. We are looking for people from all backgrounds to join our team and help us make renewable energy cheaper, easier, and more reliable. We encourage people from diverse backgrounds including women, Aboriginal and Torres Strait Islanders, people of all backgrounds, ages, sexual orientation, and those with disabilities to apply.

