



Costa Position Description

Document ID:	
Version No:	003
Issue Date:	13/01/2026
BU/Site:	Citrus
Authorised by:	HR Manager

Position Title:	Finance and Administration Officer
Department:	Citrus
Reporting To:	Finance and Administration Team Leader
Award:	Clerks Private Sector Award 2020
Location:	Emerald

1. Basic Summary of Position:

Reporting to the Finance and Administration Team Leader, the role of Finance and Administration Officer is supporting the Costa Emerald General Office to meet standards as required under accounts, invoicing, payroll and time and attendance. This role will be tasked with preparation of data and reports, site accounts processing, preparation of time and attendance sheets, monitoring payroll exceptions, and recordkeeping for compliance and internal standards.

Attention to detail is critical in entering all data to ensure that all records are compliant and accurate to facilitate the timely processing of Payroll and site accounts

2. Key Accountabilities and Responsibilities:

Duties

- Ensure that site accounts are effectively managed, meaning that the processing is timely and accurate, with overdue accounts being followed up with the central accounts team and supplier relationships are maintained
- Prepare weekly payroll data accurately and on time
- Act with a customer-service attitude to support operational teams with general requests, as well as requests related to finance and administration
- Ensuring that required reports, both regular and ad-hoc, are prepared thoroughly and in a timely manner for stakeholders
- Maintain the integrity of recordkeeping systems that currently exist at site to ensure that compliance is maintained
- Ensure that Time and Attendance processes are maintained and adhered to by management
- Support the piece rate processing as required
- Support the seasonal activities related to the onboarding of staff
- Support the Seasonal Worker team with the onboarding and offboarding of workers deployed in region
- Facilitate the Travel Management system for site management
- Ensuring that seasonal worker vetting, for both direct-hire and labour-hire, is carried out in a timely manner to maintain compliance
- Support site audits with applicable reporting required by the site lead engaged on the audit
- Create and issue Costa Identification cards for new workers and issue replacement cards for existing workers



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- Other administrative duties as required.
- Ensuring that required reports, both regular and ad-hoc, are prepared thoroughly and in a timely manner for stakeholders
- Maintain the integrity of recordkeeping systems that currently exist at site to ensure that compliance is maintained
- Support the Seasonal Worker team with the onboarding and offboarding of workers deployed in region

General Workplace Health and Safety Responsibilities

- Take reasonable care of his/her own health and safety and for the safety of others who may be affected by his/her acts or omissions at work;
- Be wholly conversant with, understand and adhere to Company WH&S policies and procedures in line with the standards of Costa Group and the requirements of the WH&S Act;
- Work in accordance with the policies and procedures of Costa Group, as amended from time to time;
- Obey all reasonable instructions to protect his/her own health and safety, and the health and safety of others;
- Correctly use and maintain personal protective equipment provided for health and safety purposes;
- Be unaffected by alcohol or drugs;
- Report immediately any hazards, incidents or near misses;
- Contribute by making positive suggestions on improvements to safe work practices; and
- Be unaffected by alcohol or drugs whilst at work.

3. Key Challenges:

- Daily collation of accurate and legible run sheets;
- Time and accurate data entry of harvest labour data;
- Data analysis of competent cohort earnings for the accurate submission to Payroll;
- Maintaining high level attention to detail at all times given the critical nature of data analysed (worker earnings);
- Ability to work in a team environment, adapt, demonstrate initiative, and cope with continual change; and
- Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected.

4. Candidate Requirements:

(a) Education, Qualifications, Training:

- Intermediate computing skills including use of Microsoft Outlook, Word and Excel; and Ability to rapidly acquire skills and knowledge required to use Costa Harvest systems
- Ability to hold a current 'C' Class drivers' licence.

(b) Experience, Skills, Knowledge:

- Previous administrative experience is required; -
- Strong attention to detail;
- Time management and organisations skills; and



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- Strong interpersonal and communication skills including interacting and working closely with people from diverse backgrounds including Non-English speaking staff requiring culturally sensitive communication.

(c) Competencies/Character Qualities/Values:

- Determination – acting decisively and with a sense of urgency;
- Passion – challenging the status quo and acting with energy and enthusiasm;
- Accountability – focusing on outcomes and delivering on commitments;
- Sincerity – acting boldly in an open, honest, and responsible manner;
- Respect – treating others as we expect to be treated in attitude, communication, and personal safety; and
- Trust – building confidence by being reliable, consistent, and transparent; following through on commitments; and supporting a work environment where team members feel safe to ask questions and rely on each other.

5. Other Relevant Information:

- Responsible for ensuring that your work practices are consistent with company principles;
- Ensure that behaviours outlined in Costa Group vision and values are fostered and practiced; and