

Administration Officer – Dynamic Technology Environment

(Office based role in East Malvern, Victoria)

- Administer client billings and invoicing as a key member of the Finance function
- Liaise with internal stakeholders to ensure accurate data and information
- Autonomous role working in the office with a friendly and supportive team.

The company

Ultradata is a leading supplier of financial technology solutions in the banking and financial services industry. Since its establishment in 1977, Ultradata has successfully completed thousands of technology projects within the sector, and opened up offices in Australia, Malaysia and New Zealand.

With over 80 clients in Southeast Asia and the Oceania region, and a long track record of innovation in the core processing and digital banking technology space, Ultradata now enjoys the largest footprint in core banking, lending, and digital banking.

The role

The Administration Officer is responsible for ensuring that all clients' service and maintenance contracts are kept up to date, with client invoicing managed in an efficient and timely manner, in line with the provisions of client contracts.

Specific accountabilities will include:

- Smooth and efficient maintenance of client billing arrangements in a timely and accurate manner, with invoices raised within set time frames on monthly, quarterly or annual billing cycle
- Correspond with and provide accurate information to internal teams on ad hoc invoicing queries
- Ensuring client invoicing records are accurately maintained in the Epicor database system
- Procurement and ordering of hardware and software licences
- Ensuring maintenance requirements of both hardware and software licences
- Timely reconciliation and payment of third-party invoices
- Processing of Escrow CD in a quarterly, bi-annual and yearly cycle
- When required by clients, cutting, then dispatching, CD's which contain Ultradata software manuals.

The Ideal candidate:

- Tertiary qualifications in administration/business studies highly regarded but not essential
- A strong background in data or transaction processing or similar role with exposure to client contract administration
- Strong organisational skills
- Proven attention to detail and meticulous accuracy
- Ability to multi task and manage conflicting priorities and deadlines
- Pro-active approach and strong communication skills (both written and verbal)
- Strong customer focus - builds great rapport with clients, suppliers and colleagues

- Ability to work autonomously but as part of a team
- Able to deal with challenging circumstances to deliver positive outcomes
- Can do attitude, enthusiastic approach
- Strong technology savvy - Excel, Word, Outlook and previous experience using corporate ERP systems.



Must be fully vaccinated against Covid-19 with willingness to receive booster vaccinations as the Covid-19 vaccination landscape evolves.