

Accountant

Hays • All Cairns QLD



Base pay

\$60,000 - \$70,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

09 May 2022



Expired On

28 Jul 2022



Category

Accounting



Occupation

Accountant



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Full job description

Your new company

An exciting permanent opportunity to join an independently owned business located in the heart of Cairns with an inherent passion for their local area, this commercial entertainment hub has a focus on providing a personal and dedicated service to their customers.

This business is currently looking for a permanent full-time Assistant Accountant to bring a unique and personal approach to the finance team.

Your new role

The Assistant Accountant has weekly and monthly accountabilities whilst also supporting the finance team and broader business team. You will be responsible for the accounting and month end procedures for two business, providing high quality professional, communication when liaising with internal and external stakeholders. You will promote a positive team environment and work collaboratively with the team to provide an exceptional service, finding the perfect balance between professionalism and fun!

You will also be responsible for:

- Supervise revenue reconciliation bank reconciliation and investigate and correct any variances
- Prepare daily bank reconciliation and process relevant journals
- Prepare weekly and monthly management reports with commentary and analysis
- Prepayments, accruals, stock and depreciation entries
- Completion of monthly accounts through to Balance Sheet
- Assist with accounts receivable/payable (if required) and other accounts duties as they arise
- Review and analysis of financial data
- Update revenue schedules and amend or create excel templates as required

- Calculate and apply CPI increases as per retail tenant lease agreements
- Monitor debtor accounts (Attache) and report balances weekly to management
- Maintain appropriate filing systems, customer and financial records and archive historical data as required
- Assist the Finance team with administrative duties or projects

What you'll need to succeed

We are seeking a well presented, professional and polite Assistant Accountant with an experience in a similar role. Strong attention to detail and ability to identify and correct variances or anomalies, with excellent time management skills, have excellent written and verbal skills, as well as the ability to work autonomously.

Applications must have excellent bookkeeping and reconciliation skills with the ability to work under pressure and in a high-volume environment. Knowledge of hospitality/ tourism sector and multi-entity accounting practices is highly desirable.

Accounting experience is essential, Tertiary qualification in business or accounting preferred as well as Advanced Microsoft Excel Skills.

What you'll get in return

In return you will gain a permanent full-time contract with a local business located in Cairns, paying an attractive salary with free parking in the CBD, as well as benefits – You will work in a well-established, friendly collaborative environment, with a fantastic work culture.

What you need to do now

If you're interested in this role, click 'apply now' or for more information please contact Grace Dunn at Hays on 07 4049 2900 or email Grace.Dunn@hays.com.au

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