

Assistant Accountant

Michael Page • Northern Suburbs Melbourne VIC



Base pay

\$65,000 - \$75,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

23 May 2022



Expired On

08 Aug 2022



Category

Accounting



Occupation

Accountant



Base pay

\$65,000 - \$75,000



Contract type

Permanent



Work type

Full time



Job mode

Standard business hours



Industry

HUMAN RESOURCE



Sector



Work Authorisation

**AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

Licenses & certifications

CPA

Skills

PAYROLL

MICROSOFT EXCEL

ERP

RECONCILIATION

CPA

Full job description

- ASX-listed company exposure
- Flexible working arrangements

About Our Client

My client is an ASX-listed organisation in the pharmaceuticals space that has both a Research & Development as well as Manufacturing function. As they are an innovative and fast-growing company, a role has become available in the Finance team to support the half-year end audit reporting directly into the Senior Finance Manager.

Job Description

Key Responsibilities:

- Assist with the half-year audit
- Prepare monthly accounting journals, reconciliations, including prepayments and accruals
- Prepare weekly cashflow forecast

- Assist auditors with queries
- Assist with input of supplier invoices, maintain creditors ledger and reconcile periodically
- Raise & process invoices as requested
- Act as a back up to the Senior Payroll and Finance Officer to prepare payroll as directed
- Provide general assistance to the Finance Manager or designate in preparation of financial and written reports
- Adhoc projects as directed by the Senior Finance Manager and CFO

The Successful Applicant

Successful candidate:

- Working towards or completed CA/CPA
- Relevant tertiary qualifications in Accounting/Finance
- MS Excel skills
- ERP experience desirable (they use Sage)
- Available immediately or at short notice

What's on Offer

Benefits:

- Flexible working arrangements
- Exposure to an ASX-listed business
- Career progression