



## Bookkeeper

Page Personnel • Melbourne VIC 3004



Base pay

\$65,000 - \$75,000



Work type

Full time



Contract type

Permanent

### Job details



Date posted

**12 Aug 2021**



Category

**Accounting**



Occupation

**Bookkeeper**



Base pay

**\$65,000 - \$75,000**



Contract type

**Permanent**



Work type

**Full time**



Job mode

**Standard business hours**



Industry

**Financial services**



Work Authorisation

**Australian citizen /  
Permanent resident**

### Perks

Parking

Table tennis

Work - life balance

### Skills

ACCOUNTING SYSTEMS

AUTOMATED PAYROLL

GENERAL LEDGER

OPERATIONS

PAYMENTS

PAYROLL TAX

### Full job description

- Opportunity for internal career progression & excellent remuneration
- WFH Flexibility

### About Our Client

Our client is a mid-tier financial services firm who are undergoing a rapid period of growth. With a well-defined vision, they have expanded operations and now have a strong presence in Melbourne and Regional Victoria. With an impeccable reputation and sustainable business model, the firm is well-positioned to grow nationally. Our client has a dynamic workplace culture, and

offer some awesome employee benefits including the ability to WFH (and/or start early/finish early), bar in the office, Thursday night drinks, monthly social clubs, table tennis table, and Friday afternoons off. Our client offers a market-leading on-boarding program and a supporting/collaborative workplace environment. If you are looking for a rewarding career and work-life balance, this is the place you want to work.

### **Job Description**

Reporting to the Finance Manager, your role will include:

- Accounts payable and receivable.
- Set up of accounting systems (Xero, MYOB)
- Assist with creditor and debtor management as required
- Bank and general ledger account reconciliations.
- Cash flow management and projections.
- Preparation of BAS returns.
- Payroll processing and management.
- Lodge statutory obligations including payroll tax (WorkCover, superannuation, etc.)
- Assist with creating invoices as needed.
- Post all the incoming payments from customers.
- Post daily bank credits.
- Reconcile credit card payments.
- Actively builds and maintains client relationships providing excellent service at all times.
- Consistently meets client expectations and deadlines.
- Keeps both managers and clients informed of progress.
- Develops strong working relationships with the team, division and the firm.

### **The Successful Applicant**

Our client is seeking a candidate who can demonstrate consistency of output, and strong attention to detail. They are looking for someone who is able to multi-task/prioritise, and is excited by growth. We are seeking a highly motivated candidate who exudes energy and confidence. Our client is seeking a candidate that has a vested interest in the growth and success of the organisation. Strong bookkeeping skills are important, but attitude and personality is non-negotiable.

### **What's on Offer**

- Excellent remuneration
- Parking
- Career progression