

## Bookkeeper

Hays • Melbourne CBD VIC



Base pay

\$65,000 - \$80,000



Work type

Full time



Contract type

Permanent

### Job details



Date posted

**06 May 2022**



Expired On

**05 Aug 2022**



Category

**Accounting**



Occupation

**Bookkeeper**



Base pay

**\$65,000 - \$80,000**



Contract type

**Permanent**



Work type

**Full time**

### Full job description

#### Your new company

A client based in South Melbourne is seeking for an Accounts payable/Office manager to come on board and join their close-knit team on a permanent basis. This is a great opportunity with flexible working hours and with the opportunity to work from home 1-2 days per week.

Hudson Conway is the family office for Lloyd Williams Group. Amongst many other things Hudson Conway previously owned and developed Crown Casino. After divesting that asset and becoming a private company we have invested in listed equities, private equity, and property. Also have a substantial horse racing and trading business. Their head office based in South Melbourne.

#### Your new role

- End to End accounts payable
- Accounts receivable duties when required
- Bank reconciliation
- Office manager duties when required
- Cooperate credit card reconciliation
- Invoicing
- Excel spreadsheets

#### What you'll need to succeed

- High attention to detail
- End to end Accounts payable experience
- Great Excel experience
- Motivated and great at multi-tasking

#### What you'll get in return

- Great salary
- Free on-site parking

- Flexible working arrangements
- WFH flexibility 1-2 days per week
- Permanent opportunity

**What you need to do now**

If you're interested in this role, forward an up-to-date copy of your CV to  
Nicole.Connolly@hays.com.au

If this job isn't quite right for you but you are looking for a new position, please  
contact me for a confidential discussion on your career

**LHS 297508 #2647584**