



Senior Bookkeeper

Page Personnel • Perth CBD & Inner Suburbs WA



Base pay

\$60,000 - \$77,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

20 Jan 2022



Category

Accounting



Occupation

Bookkeeper



Base pay

\$60,000 - \$77,000



Contract type

Permanent



Work type

Full time



Job mode

Standard business hours



Career level

Experienced non-manager



Industry

Financial services



Work Authorisation

**Australian citizen /
Permanent resident**

Skills

TIME MANAGEMENT

MICROSOFT OFFICE

AUTOMATED PAYROLL

GL

PAYROLL TAX

RECONCILIATION

Full job description

- Perth CBD location
- Working from home flexibility

About Our Client

Our client provides outsourced company secretary, accounting and CFO services to a range of clients both in the listed and private sectors.

They are located in the heart of the Perth CBD with stylish "start-up office" decor and several cafes, restaurants and public transport right on the doorstep.

Job Description

The role will report directly into the Director and will be responsible for:

- Entering and uploading invoices and purchase orders
- Managing accounts payable and receivable functions
- Bank and credit card reconciliations, management of receipts, and

supporting documentation

- Assist with the preparation and lodgement of monthly/quarterly business/income activity statements (BAS / IAS)
- Tenement / project allocations
- Assist in preparing monthly management reports ensuring relevant balances are reconciled to GL account
- Payroll processing (including STP), superannuation, and payroll tax
- Maintain the asset register
- Support and assistance with preparation of annual and half-year financial compliance audits
- Support and assistance with budgeting, cash flow and reporting needs
- Ad hoc administrative duties

The Successful Applicant

To be successful in this role you will have the following:

- Proficiency with both MYOB and XERO accounting software and MS Office
- The ability to work across a multi-entity environment
- Experience with STP and superannuation reporting
- Excellent written and verbal communication skills
- Strong attention to detail
- Excellent time management skills with the ability to prioritise
- Previous experience in the Mining industry (advantageous)

What's on Offer

You will receive a competitive remuneration package, flexible work arrangements and the potential to progress and develop your career working with finance professionals who have a wealth of experience within the industry.