

Accounts Admin Officer

Hays Accounting Support • Northern Suburbs Sydney NSW



Base pay
\$50,000 - \$60,000



Work type
Full Time



Contract type
Permanent

Perks

TRAINING

Full job description

Your new company

This fast-paced Insurance company based in North Sydney, is looking for an experienced Accounts Administration Officer to join their friendly team. The role sits in a finance team of 6, reporting to the Financial Manager. You will be given exceptional training and will be involved in some exciting new system projects too. This role will be part-time 3 days a week.

Your new role

Reporting to the Finance Manager, you will be responsible for:

- Processing daily banking
- Processing of journals
- Processing of client settlements
- Providing support to the Manager
- Answering and directing incoming calls from clients
- Assisting with incoming and outgoing mail from time to time
- Ad hoc admin tasks as required

What you'll need to succeed

To be successful in this role you will have exposure working in the accounting industry. The successful candidate will be a organised and structured individual who has experience working in a busy environment. They will have the ability to work as part of a team and independently. The successful candidate will also be a friendly and co-operative personality.

What you'll get in return

The important thing here will be a team and culture fit – they are a chatty and

Job details



Date posted
22 Oct 2021



Expired On
09 Dec 2021



Category
Accounting



Occupation
Accounts Clerk/Officer



Base pay
\$50,000 - \$60,000



Contract type
Permanent



Work type
Full Time



Job mode
Standard hours



Work Authorisation
**AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

friendly bunch!

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

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

LHS 297508 #2570140