

Assistant Accountant | \$60-70k+Super

Hays Accounting Support • Melbourne CBD VIC



Base pay
\$30 - \$35 / hr



Work type
Full Time



Contract type
Permanent

Skills

SELF MOTIVATED

TIME MANAGEMENT

WRITTEN AND VERBAL

Full job description

Your new company

This Not for Profit organisation is searching for a dynamic Assistant Accountant for a three-month assignment. This vacancy is due to the success of the organisation and increased workload. This is a fantastic opportunity for Assistant Accountant with strong accounting experience.

Your new role

- End to end accounts payables and receivables
- Reconciliations of general ledger and balance sheet
- Month end journals, accruals and prepayments
- Monthly reporting and processes
- Liaising with internal and external stakeholders
- Other duties directed by the finance manage

What you will need to succeed

- Degree qualified essential
- Strong written and verbal communication skills
- Self-motivated
- Demonstrated time management skills
- Permanent Australian Residency Essential

What you will get in return

- \$60-70k+super
- 3-month assignment, view to go permanent

Job details



Date posted
06 Mar 2021



Expiring date
06 Mar 2022



Category
Social Work & Community Services



Occupation
Assistant Accountant



Base pay
\$30 - \$35 /hr



Contract type
Permanent



Work type
Full Time



Job mode
Standard hours



Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

- Centrally located close to public transport
- Great offices
- Great team and fun working environment

What you need to know

If you are interested in this role, click 'apply now' to forward an up-to-date copy of your cv to jayd.brick@hays.com.au or call Jayd Brick on 03 9804 5313. If this job isn't quite right for you but are looking for a new position, please contact us for a confidential discussion on your career.

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