

Assistant Financial Accountant

\$84k pa + super + salary packaging

- Flexible work arrangements
- Salary Packaging
- Values driven work environment
- Supportive, collaborative and engaged team
- Satisfaction of knowing your work makes a difference in the community
- Full time position
- Additional 3 days Annual Leave per year in December
- Monthly Social Events to engage with colleagues and recognise your hard work
- Health and wellness initiatives including weekly yoga classes

About Us:

Holdsworth is a not-for-profit organisation committed to supporting people to have independent, active and fulfilling lives in their homes and communities. Our values are **Trust, Kindness, Openness and Independence**.

Throughout Eastern Sydney, we support:

- older people and those living with dementia.
- children and adults living with intellectual disabilities;
- their families and care givers; and
- families with young children.

About the Opportunity

A rare opportunity has arisen for a talented Financial Accountant to join the Finance Team and ensure payroll, accounts payable, accounts receivable, expenses and bank reconciliations are complete and delivered timely and accurately.

We are seeking someone with a positive drive and willingness to get the job done! Enjoy learning as you contribute to Holdsworth's and your own growth and ultimate success.

Reporting to the CFO you will have a broad set of responsibilities including:

Key Responsibilities:

- Responsible for Payroll, Accounts Receivable, Prepayments, Inventory, Fixed Assets, Expense reimbursement and credit cards
- Reconciling bank accounts in Xero in a timely manner within each month
- Processing month end journals to produce the month end results as well as reconciling and verifying entries and comparing to expectations
- Maintain the integrity of the general ledger and balance sheet control including reconciliations
- Month end close process and balance sheet reconciliation
- Preparation of monthly and ad-hoc financial, regulatory and stakeholder reports
- Audit responsibilities, including deliverables required by the External Auditors
- Ad hoc projects and process improvements

About You:

- CA/CPA qualified or studying towards
- 3+ years-experience in either a chartered (Big 4 or mid-tier), NFP or commercial organisation
- Keen eye for detail and problem solving
- Excel - Intermediate/Advanced level
- Strong communication skills both written and verbal
- Career driven with a passion for development
- Ability to collaborate in a team environment



- Demonstrated time management and organisational skills including prioritisation of competing tasks;
- Ability to think on your feet and display high level problem solving skills;

Application:

If this sounds like you and you want a rewarding role, then apply now to join us and make a real difference to people from all walks of life. Holdsworth celebrates diversity and welcomes applications from everybody.

Please download the Job Description from our website: <https://holdsworth.org.au/work-with-us/> and please call Simon Wise on 02 9302 3600 to discuss the role.

Should you wish to apply via email, your application can be sent to simon.wise@holdsworth.org.au

Please note: The closing date for applications will be **COB 29th July 2022** (unless successful candidate appointed prior). Interviews to commence upon application