



Finance Officer

Hays Accounting Support • Hobart TAS



Base pay

\$60,000 - \$70,000



Work type

Permanent



Contract type

Not provided

Job details



Date posted

28 Jan 2022



Expiring date

28 Jan 2023



Category

Accounting



Occupation

Accounts Clerk/Officer



Base pay

\$60,000 - \$70,000



Work type

Permanent



Job mode

Standard/Business Hours

Full job description

Your new company

Our client is a market leading Logistic company with a head office based in the northern suburbs. They have 18-20 years of expertise in Hobart and also operate across Australia. A new opportunity has arisen for a Finance Officer to join their team as soon as possible either 4 or 5 days a week on a permanent basis.

Your new role

This busy role will see you assisting into the Finance Manager, and you'll be responsible for:

- Processing of daily receipts and reconciling bank statements
- Accounts Payable and Receivables
- Payroll for 290+ employees
- Checking and matching of purchase orders
- Liaise with creditors and debtors in relation to outstanding payments
- Process employee expense claims and allowances
- Manage statutory lodgements and payments within deadlines i.e. Superannuation payments, payroll tax processing and reporting
- Other adhoc duties as required

What you'll need to succeed

As the ideal candidate, you'll be outcome focused and have a proven ability to consistently meet tight deadlines in a similar finance role. You'll have well developed communication skills, excellent attention to detail, strong initiative and an analytical mindset which lends itself to problem solving. A high level proficiency in excel is also essential.

What you'll get in return

This is a rare opportunity to join a cohesive, supportive team culture whilst

progressing your career in Finance. You will be joining a well-established company that genuinely looks after their staff. This would be the perfect role for someone who wishes to work in a fast paced environment.

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 contact Emily.nuttall@hays.com.au

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.

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