



Assistant Accountant | Grad Opportunity

Hays • Melbourne CBD VIC



Base pay

\$55,000 - \$60,000



Work type

Permanent



Contract type

Not provided

Job details



Date posted

29 Apr 2022



Expiring date

29 Apr 2023



Category

Accounting



Occupation

Assistant Accountant



Base pay

\$55,000 - \$60,000



Work type

Permanent



Job mode

Standard business hours



Career level

Graduate



Work Authorisation

Australian citizen /
Permanent resident

Licenses & certifications

CPA

Perks

Training

Skills

FINANCIAL STATEMENTS

RECONCILIATION

TAX RETURNS

CPA

Full job description

Your new company

You new company is a mid tier financial services company that provides market leading financial advice to private clients, institutional clients and corporates across Melbourne, Sydney, Canberra, Brisbane, New Jersey and Hong Kong. Due to their team growing in Melbourne, there are two vacancies in their East Melbourne, SMSF team, a perfect opportunity for recent graduates looking for a long term career.

Your new role

In your new role you will be responsible for:

- Enter and allocate accounting transactions for SMSF's
- Complete monthly bank reconciliations and investment reconciliations

- Assist in the completion of financial statements and tax returns for SMSF's
- Support the team of Financial and Investment Advisors
- Assist your manager in completing rollovers, contributions, pensions and lump sums for the funds
- Add new clients onto BGL Simple Fund and process historical information for funds
- Liaise with the ATO, banks and other related parties

What you'll need to succeed

To be successful in this role you will need to be a recent Accounting or Finance graduate with solid academic results, and a strong desire to work closely with clients. This will be a client facing role, joining senior team members on meetings and as such, excellent communication skills are a must.

What you'll get in return

In return you will receive the following:

- Attractive salary package
- Financial and paid study leave support for CA and CPA
- Ongoing internal training
- Direct career path to management if that is what you wish
- Convenient location close to Parliament station

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 #2619051