



## Bookkeeper (Part-Time)

Page Personnel • Melbourne VIC 3004



Base pay

\$58,000 - \$70,000



Work type

Part time



Contract type

Permanent

### Job details



Date posted

**30 Mar 2022**



Category

**Accounting**



Occupation

**Bookkeeper**



Base pay

**\$58,000 - \$70,000**



Contract type

**Permanent**



Work type

**Part time**



Job mode

**Standard business hours**



Industry

**Financial services**



Work Authorisation

**Australian citizen /  
Permanent resident**

### Perks

Work - life balance

### Skills

PAYROLL

STAKEHOLDER ENGAGEMENT

ACCOUNTS PAYABLE/RECEIVABLE

AP/AR

PAYROLL TAX

### Full job description

- Excellent remuneration
- Work-life balance

### About Our Client

Our client is a privately owned investment fund who specialise in private equity, property development / financing, and asset management. The are currently undergoing a huge period of growth, and therefore need additional support within the finance team. Our client prides itself in providing excellent work-life balance for employees and offers a supportive and collaborative culture.

### Job Description

Reporting directly to the Finance Manager, the key function of the position is as follows:

- Accounts payable
- Accounts receivable
- Payroll
- Attend to the cash flow requirements of the business.
- Administration and bookkeeping support
- Assistance with tax obligations of the Group, including income tax, BAS, payroll tax, workcover and fringe benefits tax.
- Other ad-hoc duties as required

### **The Successful Applicant**

We are seeking candidates with a strong skill-set across AP, AR & Payroll. The ideal candidate will demonstrate attention to detail and technical excellence.

The successful candidate will have excellent communication & stakeholder engagement.

### **What's on Offer**

- Career progression
- Great culture