

Bookkeeper

Hays • Melbourne CBD VIC



Base pay

\$65,000 - \$80,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

06 May 2022



Expired On

05 Aug 2022



Category

Accounting



Occupation

Bookkeeper



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Full job description

Your new company

A client based in South Melbourne is seeking for an Accounts payable/Office manager to come on board and join their close-knit team on a permanent basis. This is a great opportunity with flexible working hours and with the opportunity to work from home 1-2 days per week.

Hudson Conway is the family office for Lloyd Williams Group. Amongst many other things Hudson Conway previously owned and developed Crown Casino. After divesting that asset and becoming a private company we have invested in listed equities, private equity, and property. Also have a substantial horse racing and trading business. Their head office based in South Melbourne.

Your new role

- End to End accounts payable
- Accounts receivable duties when required
- Bank reconciliation
- Office manager duties when required
- Cooperate credit card reconciliation
- Invoicing
- Excel spreadsheets

What you'll need to succeed

- High attention to detail
- End to end Accounts payable experience
- Great Excel experience
- Motivated and great at multi-tasking

What you'll get in return

- Great salary
- Free on-site parking
- Flexible working arrangements

- WFH flexibility 1-2 days per week
- Permanent opportunity

What you need to do now

If you're interested in this role, forward an up-to-date copy of your CV to
Nicole.Connolly@hays.com.au

If this job isn't quite right for you but you are looking for a new position, please
contact me for a confidential discussion on your career

LHS 297508 #2647584