

Finance Officer / Administrator

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Company: Zeroasbestos

Location: Australia

Category: other-general

Sunshine Coast, Australia | Posted on 23/10/2023 Zero Asbestos is a multifaceted construction-based business which is part of the Zero Group of Companies, based in Brisbane and on the Sunshine Coast. Primarily involved in the asbestos removal industry across Qld and Northern NSW. We pride ourselves on providing superior customer service, safety and workmanship and have a solid reputation amongst our clients. The Role Senior Finance Officer / Administrator at our Head Office on the Sunshine Coast, supporting the Finance Team to provide financial services and meet delivery requirements across the group. Responsibilities include: GL & bank reconciliations across group of companies Financial analysis Month end processes, incl. monthly reporting Weekly payroll Oversee staff inductions, company registers, licence & qualifications Why should you work for us? Career path with supportive management team to foster growth through the company, incl. mentor program, job coaching and structured learning opportunities Vibrant work environment offering variety and flexibility We value our employees and reward hard work and dedication Company culture fosters a positive and friendly work environment Growing company with career opportunities on the Sunshine Coast and Brisbane Requirements Who are you? Finance professional with 3-4yrs solid experience in busy multi entity environment with the ability to problem solve. Thorough knowledge of accounting principles and processes Experienced with BAS, Payroll tax, account reconciliations & cost tracking Organised, confident and decisive with excellent time management skills Advanced knowledge of MS Word & Excel Keen to make a difference and progress finance career Employer questions Your application will include the following questions: Do you have experience using Xero? How many years' experience do

you have as a Finance Role? Which of the following statements best describes your right to work in Australia? How many years of accounts administration experience do you have? Have you completed a qualification in accounting? How many years of payroll experience do you have? Salary will be based on skills and experience. The position is available for immediate start, if you have any questions please contact Megan 0412 691 484.

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