

ACCOUNTING & ADMINISTRATION ASSISTANT

With over 35 years servicing the beautiful Mid North Coast, our industry leading Insurance Brokerage has an exciting opportunity for an Accounts/ Administration Assistant.

Headquartered in Port Macquarie, you will assist our Financial Operations Manager with Accounting, Human Resources, Compliance and Administration functions.

You will take a pivotal role in supporting internal processes. Your experience, attention to detail, ability to prioritise tasks as well as your outstanding communication skills make you a strong and committed team member.

Overview of key responsibilities:

- Data Processing and Maintenance of AP & AR systems
- Perform daily bank reconciliations for multiple entities
- Assist with Human Resources functions for 50 staff
- Assist with the Annual Budgeting process
- Management of Creditors and correspondence with suppliers
- Assist with Accounting and Administrative management functions
- Complete Statutory Returns (GST, Payroll tax, Superannuation, etc)

The successful candidate will possess:

- Advanced skills in Microsoft Excel, Word, MYOB and Outlook.
- At least 5 years experience in a similar role
- The utmost confidentiality for business and personal information at all times
- Excellent attention to detail
- The ability to work autonomously and show initiative
- Excellent communication skills
- Previous experience with Payroll is desirable

This is a valuable opportunity for a motivated applicant within a dynamic, yet well established company.

written applications to:
The Managing Director
PO Box 426, Port Macquarie
or email careers2444@oib.com.au

