

Position Description

About the job:

Position: Finance Administrator

Rosterfy is a global leading, end to end workforce and volunteer engagement software platform. We exist to connect communities to events and causes they are passionate about.

As winners of international 'Fast Growth' Sport tech awards, we are rapidly growing with clients across APAC, the USA, Asia and Europe. Our SaaS platform supports global organisations including Not for Profits, education, local government, sports federations and major events to better recruit, engage and retain their volunteers and workforce. Our clients include Team London, Munich 2022, The Super Bowl 2017, 2018, 2019 & 2020, World Expo & the London Marathon. With global offices in Melbourne, Denver, Manchester and Dubai, we are a young, vibrant and passionate team driven to power workforce programs globally!

The Role:

Reporting directly to the Senior Accountant, you'll be joining a fast paced and growing tech company where your day to day will not just be an average accounting role.

You'll become a central point of contact for internal and external stakeholders across our business globally, get the opportunity to work across a variety of exciting projects that will continue to help the business grow and develop and get to work in a dynamic maturing tech company. You will also get plenty of exposure to our International AR and AP functions, Forex, Payroll, Reconciliations, Compliance, Reporting and working with our Senior Management Team.

Key Responsibilities:

- Invoicing and maintaining our Debtor ledgers across 3 different company entities.
- Looking after our Accounts Payable Ledger to keep our payments on track with our suppliers.
- Weekly Banking and Forex Reconciliation.
- Assist with month end preparation.
- Assisting with preparing our weekly and monthly management reports.
- Assist with setting up and processing payroll in 4 different regions.
- Work on projects as directed by Senior Accountant.
- Sales CRM administration.
- Assistance with tender writing.
- Market research and development of sales leads lists.
- Assisting with company wide HR and organising team social events, birthday gifts.

The Successful candidate:

- Minimum 1-3 Years of accounting experience either as a Bookkeeper or as an Assistant Accountant.
- Strong Windows Office and Google Suite Skills.
- As a minimum hold a completed Certificate IV in Bookkeeping/Accounting.
- Highly motivated and not afraid to pitch in new ideas.
- Enjoys different challenges each day and has excellent problem solving skills.
- Someone that loves working in a team but is also just as happy working on tasks with other departments with minimum supervision.
- Strong attention to detail.
- Experience in using Xero accounting software.
- Permanent residency/Citizenship in Australia.

Desirable Skills:

- Interested in studying/holds professional accounting qualifications IPA/CPA/CA.
- An interest in Volunteering and Tech.

Perks and reasons you'll love the job!

- Volunteer Days each year and opportunities to actually work with our clients on their events.
- Culture Club Activities
- Employee Recognition program
- Employee Assistance Programme
- Prime Southbank Office location
- Professional development opportunities, with Senior Accountant taking an active role in mentorship.

Work Location: Initially this will be a remote role working closely with our Melbourne (Australia) team and once restrictions are lifted, it is expected that the role will be onsite in Southbank some days of the week.

Salary: This role is initially being offered at \$50,000 - \$60,000 + Super (annually). Please note this role is full-time and is offered at 5 days per week.

To apply please email your CV and cover letter to finance@rosterfy.com.

Applications close Friday 10th September, 2021

Note to recruiters: We are not accepting recruiter based applications or inquiries at this time.