



Department: Human Resources & Recruitment

Job Description: Accounts Administrator

Location: Byron Bay

Date: March 2019

Summary

Let's talk numbers - We're seeking a confident and aspirational numbers person to join the finance team at a fast growing FinTech company at our head office in Byron Bay.

Details

Split Payments are searching for a super-sharp focused Accounts Assistant with experience in handling the accounts of a multi-national business. This team player will be able to handle regular accounts reconciliations and client remittance without breaking a sweat. Strong communications skills together with good technology experience are critical for this role.

Key Responsibilities

- Weekly financial and management accounts.
- Recording and payment of all creditor invoices and cashflow management.
- Manage the payroll function including preparation of weekly payroll.
- Timely and accurate production of periodic Profit and Loss statements.
- Bank reconciliations & General ledger maintenance.
- Balance sheet reconciliations and ensuring general ledger integrity.
- Maintenance of capital expenditure
- Supporting the Group Financial Controller

The successful candidate must be able to demonstrate previous experience with similar accounting processes and be proficient with accounting software and technology in general.

Ultimately, you are passionate about what you do, can operate independently and reliably, are meticulous in your attention to detail and work well under pressure.

Required Skills

- Experience in bookkeeping (using software) and administration
- Proficiency in XERO accounting software

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- Experience in the application of accounting process and procedures
- General computer literacy in MSOffice, especially Excel
- Strong analytical skills & understanding of relevant key financial data
- Able to work independently and majority unsupervised
- Strong Time management skills
- Meet deadlines whilst producing high-quality work
- Communicate effectively and clearly verbally and in written format
- Able to prioritise tasks
- Work within a close team environment

Personal Attributes

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics

What's on offer?

- Salary package commensurate with experience
- Great employment benefits and working situation
- Rapid career advancement opportunities for the right candidate
- Read more about our approach at www.splitpayments.com.au/careers

To Apply

To apply for this role please email your CV to jobs@splitpayments.com.au. It is vital that you include a cover letter explaining why you are suited to this role.

About Split Payments

Australia's First Open Banking Payments Platform, Split Payments seamlessly connects businesses and consumers directly with the Australian banking system – creating an entirely new approach to direct entry banking. We've created an Open Banking API that makes bank transfers faster, more visible and easier to manage than card payments – but with significantly lower transaction costs. When you combine this with sophisticated features including Direct Debit Consent Management and Instant Account Verification, the possibilities are endless.

Our mission is to reimagine global banking infrastructures through deep tech innovation and create a new era of digital banking.

