

## Finance Assistant

Asta is a leading full-service technology and consulting agency. Beyond our IT acumen in software, web and mobile app development, our fit-for-purpose managed service solutions and our ground-breaking AI and blockchain technologies, there's something more.

Our relentless commitment to people. And not just our customers, but our team.

At Asta one of our central strategies is to be 'Easy To Trade With'. This role is key to our strategic success internally and externally and we are looking for a very special person to fill it.

This role reports to our Head of Corporate & Finance and is jointly responsible for the oversight and management of finances within Asta.

### Duties and Responsibilities:

- Reconciliation of all weekly and monthly accounts
- Accounts payable and receivable
- Profit and Loss Revision
- Invoice reconciliation
- Purchase order reconciliation
- Preparation of Weekly/Monthly Reporting
- Debt collection
- Staff Expense reconciliation

### The Experience and Technical Skills required:

- Experience working in accounts receivable/payable OR
- Accounting / Finance or Business Administration qualification
- Expert Level Microsoft Excel skills
- Sound knowledge of Financial Management systems
- MYOB experience essential, in particular, experience with Job Costing within MYOB

### You will:

- Have exceptional attention to detail (critical)
- Have strong analytical and business acumen
- Be a fast and efficient worker used to a dynamic work environment
- Have exceptional customer service, communication and negotiation skills
- Have an excellent work ethic
- Be willing to go the extra mile

At Asta we know that an organisation, no matter how well designed, is only as good as the people who live and work in it. Our people are passionate about delivering outstanding customer service in a fast paced, professional, IT environment.

Everything we do at Asta is driven by our core values: One Team, Relentless Client Focus, Trust, Loyalty & Honesty. Our people love what they do, enjoy working together and thrive in our culture of growth and development.

So what are you waiting for? Apply now @ [recruiting@asta.com.au](mailto:recruiting@asta.com.au) We'd love to hear from you!

We are especially keen to hear from anybody who has been impacted by job loss due to COVID-19 or is otherwise available immediately.

### Please note:

- This role is based on St Kilda Road, currently WFH as per government guidelines
- You must have the right to live and work in Australia
- All short-listed candidates will be subject to a National Police Check