

We are an established firm of Chartered Accountants and have a growing Business Process Outsourcing (BPO) division which offers Accounting and Finance and other services to clients overseas.

Immediate Vacancy-Accounts Associate -Work from home

Requirements

- Part-qualified CA, CIMA, CMA, ACCA or AAT or following a Degree in Accounting or Finance
- At least 2 years of working experience in a finance position or accounting field.
- Fluency in English is a must when dealing with overseas clients.
- Strong numeracy skills and enjoy working with numbers with strong proficiency in spreadsheets.
- Ability to multitask, prioritize and manage time effectively.
- Need to have good sense of judgement and detail-oriented.
- Work in accordance with the Australian Calendar
- Should be residing within 15 km radius.

Responsibilities

- Review and approve financial statements for each property at each relevant end of the financial year, perform necessary account adjustments as required.
- Arrange external audits when required, prepare documents requested by the auditor, and liaise with auditors and strata managers to answer queries.
- Assist with the preparation and lodgements of the Business Activity Statement (BAS) at each quarter, perform reconciliation when necessary.
- Assist with the preparation and lodgements of annual Tax Returns for each property.
- Attend to daily un-presented payment checks and investigate possible issues.
- Attend to daily banking uploads for EFT payments and verify bank account details for invoices with large amounts.
- Assist with urgent invoice and payment entry processing when required.
- Assist with bank account opening and closing processes.
- Attend to applications and registrations for Australian Business Number (ABN), Tax File Number (TFN), and Goods and Services Tax (GST).
- Attend to ad hoc queries and adjustments as requested by Strata Managers and provide prompt assistance.

If you feel that you meet the criteria, apply via-email on fba@teds.asia with your latest CV along with 2 non-related referees and indicating the position applies in the subject line.

Financial & Business Associates (Pvt.) Ltd
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