

# COLLECTIVE HUB

## ACCOUNTS ASSISTANT // FULL TIME

**We're looking for a talented and detail-orientated Accounts Assistant to join the rapidly-expanding *Collective Hub* team**

An exciting opportunity exists within our finance team for a proactive, positive, efficient and detail-focused assistant.

You'll be responsible for maintaining 100% accuracy across records of accounts receivable, accounts payable, inventory, payroll and other financial data, working closely with the Chief Financial Officer and General Operations Manager.

Tertiary qualifications or equivalent in accounting/bookkeeping are essential, along with at least 12 months' experience. Plus completion of – or intention to embark on – the CA or CPA program is desirable.

This exciting role will be challenging but extremely rewarding, working closely with our Chief Financial Officer and Operations Manager in one of the most open-minded, progressive and innovative organisations in the media landscape today.

### **More on *Collective Hub*:**

*Collective Hub* is a multimedia brand that encompasses engaging print and digital content, bespoke events, strategic collaborations and unique product extensions. It started with a print magazine, now distributed into 37 countries, and was founded by the vibrant, game-changing entrepreneur Lisa Messenger with a vision to uplift and empower people to live their lives to the fullest. Combining style and substance with a fresh perspective on the issues that matter most, *Collective Hub* covers business, design, technology, social change, fashion, travel, food, film and art.

### **More on your new role:**

- Assisting in preparation of statutory accounts, including month end journals (payroll, expenses, accruals etc)
- Assist with the preparation of management reporting packs
- Preparation of BAS statements and other statutory lodgements
- Assistance with the Financial Auditing process
- Process and prepare customer invoices, as well as sales orders and customer credits
- Receive and process all vendor invoices, expense forms and prepare for payment runs, this includes matching invoices to purchase orders and obtaining any approvals
- Work with suppliers to reconcile purchase ledger accounts to supplier payments
- Assist in preparation of information for cash-flow forecasting
- Assist in preparation of monthly annual, personal and other employee leave requirements

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- Perform weekly bank reconciliations
- Maintain fixed asset register
- Prepare journal entries and posting for month end closing
- Reconcile additional ledger accounts on a monthly basis as required
- Analysis of general ledger accounts and preparation of monthly BVA analysis
- Ad-Hoc reports and requests.

## **Essential skills & attributes:**

- A solid understanding of accounting principles and a sound knowledge of spreadsheets and accounting software
- An analytical mind, and the ability to meet deadlines and communicate effectively
- A sound knowledge of spreadsheets, accounting software, and bookkeeping and accounting terminology
- Be proactive, self-sufficient and considered
- Have the ability to develop and implement new systems and processes along with proactively looking at improving and streamlining existing systems
- Strong interpersonal and communication skills
- A high level of organisational skills and an eye for detail
- An ability to work in a fast paced environment and remain calm, cool and collected under pressure
- Excited by challenge, the ability to problem-solve and perform under pressure against tight deadlines
- Be proud of what you do and can accomplish, have a sense of ownership and accountability over assignments and responsibilities
- Be passionate and excited about being part of *Collective Hub/ The Messenger Group* and love what you do.

## **Want to join the team?**

Send your cover letter and CV, along with any supporting information you deem helpful, to [careers@collectivehub.com](mailto:careers@collectivehub.com). We're intentionally growing our company, always hire with our overall culture in mind and always appreciate extra effort and creativity in applications.

Good luck!