



# POSITION DESCRIPTION

**POSITION TITLE:** Fund Accountant

**LOCATION:** MALAYSIA  PHILIPPINES  VIETNAM

## ASW COMPANY OVERVIEW

AS White Global (ASW) is an Australian owned company with offices in Sydney, Vietnam, the Philippines, and Malaysia. We are specialists in unified offshore staffing solutions and have been working in Southeast Asia for the past decade. Our ASW employees are part of our very special ASW family and culture, but also integrate into our client's brand and team – effectively you get two work families!

Working in our local ASW company culture means you will develop strong friendships and great support networks. You will be part of a positive and engaged environment, participate in team and company events, and have access to global training and development opportunities. In addition, you will get exposure working with our international clients and build on your existing skill sets.

## CLIENT OVERVIEW

Our client provides an exceptional level of independent accounting, fund administration, taxation, and registry services to a diverse range of clients, from start-ups through to established industry.

Currently they are looking for a Fund Accountant to support the team onshore in Australia.

## CLIENT POSITION DESCRIPTION

### Key Responsibilities

- Ensure all client deliverables are in line with service agreements
- Maintenance of accounting records including entering transactions into Reckon (experience helpful but not essential) accounting software
- Processing of investor transactions
- Tax compliance including distribution calculations and BAS returns
- Liaison with external auditors and service providers
- Preparation of annual Financial Statements
- Preparation of periodical management reporting packs.

### Skills, Experience & Qualifications



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- 2 – 5 years of General Accounting experience; Balance Sheet, P&L, Bookkeeping, Journal Entries, Financial Statements, Full spectrum of reporting.
- Extensive Experience in Fund Accounting
- Relevant qualifications in accounting and/or finance (CPA/CA qualified or willingness to study CPA/CA preferred)
- Has experience working with Offshoring Clients
- Advanced Microsoft Excel and Word skills;
- High attention to detail
- Strong discipline in record keeping;
- Understand the importance of confidentiality
- Excellent written and communication skills
- Good phone ethic
- Strong problem-solving skills;
- Show initiative in suggesting process improvements – questioning not accepting
- Ability to deliver accurate and timely work in accordance with deadlines;
- A team player and also able to work independently.

## ASW OFFERS

- We are experts in offshoring partnerships. This means that you will be a trusted member of the ASW family, and get access to our excellent benefits, plus you also get to work directly with one of our clients.
- In our unique English-speaking environment, you can practice and enhance your English with peers and international client teams based in either Australia, UK, US or NZ.
- Get global access to Learning & Development programs.
- Great work-life balance.
- Competitive remuneration.
- Excellent medical benefits.
- Great Paid Leave entitlements.
- Company parties/events, future travel opportunities, and other exciting activities.
- Ongoing career opportunities.
- To find out what our people say about working at ASW, visit: <https://aswhiteglobal.com/careers/>