



# POSITION DESCRIPTION

**POSITION TITLE:** Accountant

**ADVERT TITLE:** Accountant

**LOCATION:** MALAYSIA  PHILIPPINES  VIETNAM

## ASW COMPANY OVERVIEW

ASW is creating the world's most talented international family through hiring and growing talent into long-term careers with Australian companies. ASW is a recruitment and talent specialist, that partners with Australian companies to help them build highly capable international teams. We enable Australian companies to meet their business goals by accessing and retaining premium talent in emerging markets and giving that talent the opportunity to grow, learn and develop. Together we embed international teams into respected Australian businesses, both functionally and culturally, to deliver enduring and transparent people solutions.

## THE OPPORTUNITY

Our client is an event/onsite medical support and patient transport provider founded on a passion for patient welfare and a desire to operate at a benchmark standard.

Currently, they are looking for an **Accountant** to join the team in Manila. The role is responsible for ensuring accounts payable, accounts receivable, and payroll processes are managed effectively within statutory and regulatory guidelines.

## KEY RESPONSIBILITIES

- Ensure all timesheets, payroll changes, records, and other related material is received prior to the close of the payroll run.
- Ensure the completion of all key weekly payroll functions and procedures.
- Ensure that key payroll functions comply with relevant statutory and legislative requirements including timely processing of PAYG, Payroll Tax and Superannuation payments.
- Perform reconciliation of payroll in accordance with month-end and year-end requirements.
- Answer general payroll inquiries, including advice on awards, policies, etc. Maintain up-to-date information on all awards and agreements that are applied.
- Reconcile sales receipts including monies received via Credit Card or Electronic Funds Transfer.
- Oversee bookkeeping duties including general journals, banking, end of Month/Quarter/Financial Year/Payroll Year processes.



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- Prepare GST, PAYG withholding, superannuation, and Work cover reporting, including reconciliation, calculations, and payments as per compliance requirements to support the weekly payroll process and undertake the role in the absence of the Payroll Officer.
- Data entry of Accounts Payable and Accounts Receivable (i.e. invoicing)
- Prepare monthly reports to the board on the financial position of the business. Preparation of the BAS, IAS, and ASIC/ATO requirements.
- Assist with the preparation of Annual Financial Statements and other financial reports as required.

## SKILLS, EXPERIENCE & QUALIFICATION

- Bachelor's Degree qualification in Accounting or Finance.
- Experience in performing payroll and/or bookkeeping functions.
- Knowledge of general payroll practices, procedures, operations, and legislation
- Strong skills in Microsoft Office including intermediate to advanced MS Excel skills.
- Excellent organizational skills with the ability to prioritize and complete work within established deadlines and a proactive approach to problem-solving.
- Excellent verbal and written communication skills.

## ASW OFFERS

- A diverse, inclusive, and supportive company culture.
- Competitive remuneration.
- Opportunity to collaborate and work with global clients and stakeholders.
- Medical benefits.
- Great Paid Leave entitlements.
- Team outings, travel opportunities, company parties/events, and other exciting activities.
- Exposure to an international environment, working with people across Malaysia, Vietnam, the Philippines, and Australia.
- Industry and role-related training.
- Ongoing career opportunities.