



# 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 integrated talent acquisition 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.

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### Key Responsibilities

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

### Essential Skills, Experience & Qualifications

- 2 - 3 years of General Accounting experience; Balance Sheet, P&L, Bookkeeping, Journal Entries
- Extensive Experience in Fund Accounting
- Management accounts preparation experience
- Financial Statements preparation
- Relevant qualifications in accounting and/or finance (CPA/CA qualified or willingness to study CPA/CA preferred)
- Advanced Microsoft Excel and Word skills
- High attention to detail



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- 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

- Competitive remuneration
- Premium Personal Insurance Package
- Great Paid Leave entitlements
- Free LinkedIn learning & Coursera account
- Stocked fridges and pantries - free coffee, cold beverages, snacks
- Our own ASW Toastmasters Club - perfect your English!
- A diverse, inclusive and supportive company culture
- Exposure to an international environment, working with people across the Philippines, Malaysia, Vietnam, Thailand and Australia
- Opportunity to collaborate and work with global clients and stakeholders.
- Team outings, travel abroad opportunities, company parties/events, and other exciting activities
- Industry and role-related training
- Overtime is rarely required.
- Ongoing career opportunities