



POSITION DESCRIPTION

POSITION TITLE: Assistant Accountant

ADVERT TITLE: Assistant Accountant

LOCATION: MALAYSIA PHILIPPINES THAILAND 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 allowing that talent 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 leads the way in safety, construction, and high-risk work training and assessment. They are currently expanding their team and seeking an Assistant Accountant.

As the Assistant Accountant, your primary responsibility will be to support the Finance Controller. The team is looking for a proactive and enthusiastic individual who can make valuable contributions to our success.

KEY RESPONSIBILITIES

- Supporting in full function of Accounts Payable and Accounts Receivable.
- Supporting in full-function fortnightly Payroll.
- Preparing daily bank and credit card reconciliations.
- Assisting in Month end (Payroll journals, financial reporting, balance sheet reconciliations).
- Assist with Funding reconciliations.
- Assist with supplier and customer applications.
- Other finance support as required.

SKILLS, EXPERIENCE & QUALIFICATION

- 03 -05 years of experience in the General Accounting experience
- Experience in Payroll
- Experience in MYOB; Excel
- Strong written and verbal communication skills



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- 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
- Strong problem-solving skills
- A team player and able to work independently.

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.