



POSITION DESCRIPTION

POSITION TITLE: Accounts Assistant

ADVERT TITLE: Accounts Assistant

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 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 partner, an Australian group of retail & wholesale insurance brokers and underwriting agencies operating in hundreds of different locations globally, is expanding their Malaysia office and looking for a highly motivated Accounts Assistant

As the Accounts Assistant, you will be a key participant within a small focused Accounting Team, participating in a full range of accounting and financial management functions for a diverse portfolio of entities in the insurance and risk sector.

KEY RESPONSIBILITIES

- Accounts payable process in CONCUR.
- Maintain the Integrity of Client Balance Sheets.
- Business Activity Statement (BAS) & Fringe Benefits Tax (FBT) preparation.
- Assist in budgeting activities.
- Assist in Statutory Reporting activities.
- Liaising with Auditors and Broker Clients.
- Bank & Balance Sheet reconciliation.
- Assisting in the half-year and year-end audit support - especially extracting supportive information from ERP system, Bank, and Concur.

SKILLS, EXPERIENCE & QUALIFICATION



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- Bachelor's Degree in Financial related areas, i.e. Finance, Accounting or any related.
- Have a professional Accounting degree or further studies with a registered university; qualified Accountant with either CPA, CA or ACCA is preferred
- High-level understanding of Accounts receivable, Accounts Payable, month end function, and bank reconciliation
- Experience in the month-end process (Balance sheet reconciliation and P&L Management report)
- High Excel skills level (intermediate to advance)
- Comprehensive verbal and written English skills.
- Driven, proactive, 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.