



# 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 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

Join our partner, one of Australia's largest privately owned insurance distribution group, dedicated to safeguarding the lifestyles of outdoor adventurers, and prioritizing community well-being! They empower insurance businesses to achieve excellence, uniting a group of brands dedicated to serving and supporting their community.

They are seeking an Assistant Accountant who fosters innovation and personal development. In this role, you will manage financial and accounting services, including day-to-day transactional accounting and end-of-month processing. You'll collaborate closely with the Finance Manager and external auditors. If you're seeking a dynamic environment where your contributions can have a meaningful impact, this opportunity is ideal for you.

## KEY RESPONSIBILITIES

- Process accounts payable, manage invoices, and prepare payment runs.
- Bank reconciliation for various insurance and bank accounts, resolving issues with stakeholders.
- Handle refunds for insurance accounts and monitor business credit card transactions.
- Monitor and process bank account activities, ensuring accuracy.
- Understand operational and financial systems, providing insights and limitations.
- Prepare financial reports and analysis for management.
- Perform ad hoc finance tasks and administration, focusing on process improvement opportunities.

## SKILLS, EXPERIENCE & QUALIFICATION

- Bachelor's degree in Accounting/Finance or related field.
- Minimum 1-3 years relevant experience in accounting or finance roles, ideally within Australia's financial services sector.
- Proficient in Microsoft applications, especially Excel, and accounting systems



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- Strong interpersonal skills, adept at collaborating with stakeholders at all levels.
- Proactive self-starter capable of working independently and within a team.
- Detail-oriented and results-driven, skilled in prioritizing tasks in a fast-paced environment.
- Team player committed to supporting team and financial success.
- Excellent communication skills, both written and verbal.

## 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.