

Assistant Accountant

- Fast-growing, market leading business
- Amazing career potential
- Incredible culture

About the Role

Summary

Title	Assistant Accountant
Team	Finance
Manager	Financial Controller
Position Type	Permanent, part time (3 days)
Location	Sydney

About the Role

We're looking for an enthusiastic person to join our team as an Assistant Accountant and launch their career in Finance.

This is a fantastic opportunity to learn from and work alongside an experienced and high performing Finance team in our fast-growing business.

You'll play an instrumental role in supporting the key functions of the accounts payables and accounts receivables. You will gain exposure to how a business like ours operates and be responsible for verifying expenditures against supporting documents, reviewing statement of accounts for vendors and corporate credit cards, supporting transactions to invoices and amongst other tasks using Oracle NetSuite and various Cloud portals. You will also support the reconciliation of accounts and system reports, purchasing card accounts, and assist with asset register maintenance.

About Us

BetaShares was founded in 2009 and launched with the vision to create intelligent and accessible investment solutions for Australian investors. Over the past decade our dedication to helping Australian investors achieve their financial goals has seen BetaShares grow from 'challenger' to market leader, driving disruption and innovation in the exchange traded funds (ETFs) industry.

BetaShares offers the broadest range of exchange traded funds on the ASX and is trusted by hundreds of thousands of investors. As of June 2022, BetaShares manages over \$23 billion in assets.

We currently have offices in Sydney, Melbourne, Brisbane, and New Zealand and a growing team of over 110 people.

Our Values

As our business continues to grow, we're committed to creating a workplace that gives us all the best opportunity to succeed, and that is enjoyable to be a part of.

We prize ambition and drive, but equally we value honesty and humility.

We support each other, and we respect our clients and our competitors. We are always looking for better ways to do things and are willing to take measured risks and learn from our mistakes along the way.

What we offer

BetaShares believes our most important asset is our people and we are proud of the culture we have built – but we are always striving to be better. We want every BetaShares employee to be doing their best work and developing their careers.

In addition to a competitive salary, we also offer:

- Staff career development and training allowance.
- Access to a health and wellbeing platform with physical, mental, social and financial programs available.
- Volunteering days off, so you can contribute to a cause that matters to you.
- Newly renovated CBD offices with fully stocked kitchen, team breakfasts and catered lunches on a regular basis.
- Fun and inclusive social events.

This role is a fantastic opportunity for someone looking to further their career in a growing and dynamic business.

Role Responsibilities

- Complete weekly bank reconciliations
- Assist the AR/AP process
- Assist with weekly payment batch
- Assist with month-end closure
- Support the maintenance of the asset register
- Match purchasing card transactions against invoices
- Support audit and tax compliance activities as directed
- Support the team with process improvements
- Develop an understanding of the Finance processes that supports the BetaShares business

Key skills and experience

- Accounting qualification, and/or working towards CPA or CA
- Experience in general journal posting
- Familiar with NetSuite
- Possess intermediate MS Excel skills.
- Good verbal and written communication.
- Strong eye for detail and presentation.
- Ability to quickly develop an in-depth knowledge and adapt to change.

Ready to make an impact? If you right to live and work in Australia please submit your CV to careers@betashares.com.au. Your interest will be treated in strict confidence.