



Position Description

Title: Senior Financial Accountant (Full-Time)

Reports to: Group Financial Controller

Overview

The Senior Financial Accountant will be responsible for the day to day financial operations of the Windlab Group in all regions, including management accounting, accounts payable and receivable, direct and indirect taxes, and statutory reporting and compliance. The position requires a CA/CPA qualified accountant with hands on knowledge of financial operations. The Senior Financial Accountant will report to the Group Financial Controller and be the key support for the Group Financial Controller throughout the year.

Duties

- Month end reconciliations and close process.
- Preparation of monthly financial reports for the board and management.
- Preparation of project reports as required.
- Preparation of annual AIFRS financial statements, and locally compliant financial statements for subsidiaries and managed projects.
- Preparation of direct and indirect tax returns in Australia and internationally.
- Budgeting and cash flow forecasting.
- Operation of the company's financial accounting system.
- Implementation of finance operating policies.
- Projects & process improvements.
- Responding to routine queries and requests for financial and related information from other areas within the Windlab Group.
- Assisting the Group Financial Controller on other reporting, business returns and accounting tasks as required.

Required

- CA qualified (CPA dependent on subjects studied).
- Post qualification experience in a similar function in a commercial organisation.
- Understanding of Income Tax, GST, FBT, and statutory reporting requirements.
- Ability to prepare, analyse and evaluate financial information.
- A solid understanding of Microsoft Word, Excel, and Outlook.
- Proven ability to communicate effectively, both verbally and in writing, with a diverse range of people.
- Capacity to contribute as a member of a team.
- A high level of motivation as well as excellent organisational and administrative abilities.
- Absolute attention to detail in the preparation of business and corporate material.
- A history of successfully dealing with competing priorities and deadlines.

Applications for this position are to be submitted by email to recruitment@windlab.com and must include a CV and a cover letter