

## WE ARE LOOKING FOR A FULL-TIME **ASSISTANT ACCOUNTANT**

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### WHO ARE YOU?

Do you love working with numbers and systems?  
Is mastering Excel a #lifegoal for you?  
Is the ATO website saved in your browser favourites?  
Do the words "balanced" and "reconciled" fill you with joy and excitement?

#### **SOUNDS LIKE YOU SO FAR? GREAT!**

We are looking for a smart and passionate Assistant Accountant that will fill a key role on the Beulah Finance Team by effectively assisting in all day-to-day accounting tasks.

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## LET'S DIG A LITTLE DEEPER TO FIND OUT IF YOU'VE GOT WHAT WE'RE LOOKING FOR.

Key responsibilities of the role will include:

- Manage group accounts, including performing accounts reconciliations and daily accounts processing and book-keeping
  - Assist in the preparation of projects and company budgets and cash flow forecasts
  - Assist in the monthly management financial reporting process, including accurate reporting to both internal and external stakeholders
  - Assist in compliance with legislative and company guidelines, processes and policies
  - Assist in preparation of lodgement of Business Activity Statements
  - Providing detailed financial analysis, accounting and reports to management on request
  - Manage accounts payables and payments process
  - Ensure filing of company documents and invoices are in order
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## WHAT ELSE DO YOU NEED TO HAVE?

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Sound knowledge and application of accounting principles
- Experience with using Xero
- Knowledge of Taxation legislation applicable to companies and trusts, primarily Income Tax and GST knowledge
- Have an understanding of complex group corporate structures
- Strong proficiency in the use of Microsoft Office applications, especially Excel
- Knowledge of development funding process and assisting in the preparation of loan documents
- Ability to communicate effectively with various internal and external stakeholders
- Strong organisational and time management skills

#### **PERSONAL ATTRIBUTES**

- Deadline driven with an eye for detail
- Good listener and takes good instructions
- Ability to solve problems by being proactive and collaborative
- Always willing to go above and beyond
- Strives for excellence
- Always putting the team ahead of individual ego
- Ability to adapt in a fast pace and changing environment and able to multitask
- Ability to work in a strong knitted team
- Positive and enthusiastic attitude

#### **QUALIFICATIONS**

- Minimum bachelor qualification with Accounting major
  - Currently completing or planning to complete a CA or CPA accreditation
  - Unrestricted right to work full-time in Australia
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**WE WANT TO HEAR FROM ASSISTANT ACCOUNTANTS THAT DO NOT WANT TO WORK FOR AN ORDINARY PROPERTY DEVELOPER.**

**WE CHALLENGE THE STATUS QUO, INNOVATE, AND MOST IMPORTANTLY; DELIVER EXCEPTIONAL QUALITY PROJECTS THAT ALIGN WITH THE COMMUNITIES THAT SURROUND THEM.**

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**IF THIS SOUNDS LIKE YOU AND  
YOUR PERFECT ROLE, PLEASE GET  
IN TOUCH WITH US TODAY.**

**SEND US YOUR CV & COVER LETTER IN PDF FORMAT OUTLINING  
WHAT YOU THINK YOU CAN BRING TO THE TEAM TO:**

**[PEOPLE@BEULAHINTERNATIONAL.COM](mailto:PEOPLE@BEULAHINTERNATIONAL.COM)**

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**WE HOPE TO HEAR FROM YOU SOON!**