

ROLE: **ACCOUNTS ASSISTANT**

PREFERRED LOCATION: **CANBERRA**

REMUNERATION: **AUD 60,000 to 85,000**

Candidate Profile

A passion for building great accounting processes

An analytical mind to work in an innovative, fast growth environment

Discipline to manage modern system and a global workforce

Desire to work in a team environment (which can include remote work)

Ability to work and enjoy diverse cultures

Critical qualifications and skills

An accounting or bookkeeping qualification at any level

Some knowledge of modern systems and tools to communicate

Strong level of working English

Some experience in accounting and/or finance roles

An ability to engender trust with management

Application

Email applications to eugene.cora@ardexa.com

For further information, please call Eugene Cora on +61 417 401 945 or +43 660 3223 929

Competitive remuneration offered for every level

Job Components	Key Tasks
Finance Processes	<ul style="list-style-type: none"> • Support in the design of key finance processes • Ensure business process and procedures are followed diligently • Train and support global teams to comply • Monitor use and compliance of Xero, banking and other systems • Manage regular communications with clients, suppliers, staff
Receivables	<ul style="list-style-type: none"> • Manage interaction between production applications and billing • Manage periodic invoice creation process • Ensure submitted invoices are approved and sent to clients on time • Manage collection reporting • Communicate with clients where issues arise
Payables	<ul style="list-style-type: none"> • Input supplier invoices into systems and manage approvals • Create bills and match to existing purchase orders, if appropriate • Submit for approval and monitor payments
Banking	<ul style="list-style-type: none"> • Run Xero import process of bank data on a timely basis • Reconcile bank and account transactions • Resolve reconciliation items
Treasury	<ul style="list-style-type: none"> • Forecast cash needs from period to period • Work with management to manage cash • Schedule all outgoing payments
Compliance	<ul style="list-style-type: none"> • Assist with Australia BAS preparation and reconciliation as directed • Assist with Austria reporting process • Assist with end of year reporting for Austria and Australia • Support Ardexa-appointed accounting firms in various countries
Expenses	<ul style="list-style-type: none"> • Supports employees in making claims • Validates all entries to ensure compliance • Submit for approval and monitor
Payroll	<ul style="list-style-type: none"> • Assists management in payroll operations • Schedules payroll processing • Assist with pension and compliance payments • Manage leave register
Financial Reporting	<ul style="list-style-type: none"> • Run regular set of reports for management • Support management in understanding major finance issues

WHO IS ARDEXA

Global technology leadership

Ardexa is a global leader in secure IoT software and services for various industries, including energy, automation, resources, agriculture, transportation and manufacturing. We connect machines and plants to the cloud, enabling data analytics, artificial intelligence (AI) and remote control. We are leading the digitization of the industrial world. Our products are recognized for their effectiveness and security.

Innovation and entrepreneurship

We value curiosity, creativity and passion that goes to build great products and service innovations. We assemble business teams that can design products and business processes that leave lasting impressions for their simplicity and effectiveness.

Team culture with balanced lifestyle

We have a single global team, with modern work culture that supports a balanced lifestyle. We believe that our future is determined by the quality of our people and will invest in the development and care of our team. We uphold strong ethics towards all aspects of human interactions, professional life and social responsibilities.

Geographically spread

Ardexa has office locations in Canberra (Australia), Vienna (Austria) and soon to be in the USA. We service clients in North America, Europe and Asia. We give strong consideration to remote working for those that have the aptitude, discipline and experience to fulfil the role.

Ardexa Website: <https://ardexa.com/>