

"We Specialise in People"

FINANCIAL SERVICES SUPERVISOR

Our client is looking for a **Finance Services Supervisor** to oversee the activities undertaken by the Finance Officer.

Duties will include:

- Review and authorise payroll and end of period returns.
- Manage the Financial accounting system
- Review of accounts payable and accounts receivable batches
- Maintain the assets subsidiary register
- Prepare end of period journals and general ledger account reconciliations
- Undertake reporting to Government, BAS returns and monthly PAYG
- Supervise the activities undertaken by the Finance Officer.

You will need:

- Experience in financial reporting packages
- Significant experience in managing complex payroll
- Demonstrated ability to provide interpretation, advice and decisions on rules and entitlements by applying policies, procedures and legislation to complex situations.
- Ability to work in a small team environment
- Previous supervisory experience.

To be considered for this position you will have the demonstrated ability to maintain confidentiality and provide advice on a range of finance topics. Initially this is a 6 month contract but has the potential to extend.

If this position is suited to you, please submit your resume to Hayes HR now office@hayeshr.com.au



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