

Accountant

About Corinium Global Intelligence

We're excited by the incredible pace of innovation and disruption in today's digital landscape. We provide insights to C-Suite executives focused on data, analytics, information security, AI and digital transformation through conferences, private events, and research.

For the past 8 years, Corinium Global Intelligence has been producing global conferences, custom events, and content for a cross-industry audience of executives with roles in: data, analytics, information security, digital transformation, learning, customer experience, and more. Our global community of over 600,000 contacts, look to Corinium to help them overcome challenges and take away actionable strategies to take their company to the next level and improve every area of their organization.

About the Role

This Accountant role is a broad, diverse role reporting directly to The Financial Controller – APAC/MEA/Re.Work UK. You will work closely to assist the Financial Controller produce all financial and management information for the Australia/NZ/Singapore/MEA regions and the Re.Work UK business. This will include working closely with internal and external customers and advisors, assisting with the day to day financial/management reporting function within these regions and assisting in change programs.

You will be responsible for assisting in month end accounting and reporting, assisting in the preparation of the monthly payroll, accounts receivable/payable reporting, and any duties which from time to time may be required to ensure the smooth running of the finance department.

Duties will include (not limited to):

Accounts Receivable/Purchase Ledger

- Posting Sales Invoices – Deposit Fix.
- Reconciling stripe/bank accounts.
- Weekly rollover of the WB report.
- Assist updating weekly forecast – Sales Invoices.
- Assist where needed PL/SL/Amex processing and reconciliation.
- Cover when needed supplier payments.

Month End Reporting:

- Assist posting ME event journals.
- Assist event/marketing closeouts.
- Assist with monthly balance sheet reconciliations

Payroll

- Payroll onboarding/leavers to finance system or outsourcing company.
- Onboarding new employees to expense system.
- Preparing DS Commission statements.
- Preparing monthly payroll and preparing monthly payroll journals.
- Preparing AUS (State) payroll tax reporting.

Ad Hoc

- Assist with the production of the year end audit pack.
- Assist with GST/VAT reporting.
- Assist new system rollout (NetSuite).
- Dealing with business queries.

We are looking for the following from our Accountant

- Part qualified or qualified by experience with a minimum of 3+ years' experience in a similar role.
- Excellent people management skills and leadership qualities.
- Proven track record of achievement in commercially driven international company.
- Hands on approach.
- Strong business and commercial acumen.
- Sound understanding of management accounting issues.
- Excellent month end process understanding.
- Strong IT skills.
- Proven problem solver with excellent analytical abilities.
- A confident self-starter with a well-balanced, pragmatic approach.
- Intermediate to advance excel skills.
- Xero system/NetSuite experience would be an advantage.

Benefits

The role offers a competitive salary and benefits such as a contributory pension scheme, mental health support and excellent vacation scheme. This is a great opportunity for a successful candidate to join a dynamic and growing global company.