

Finance Coordinator

We are seeking a **Finance Coordinator** to join our team in the Brisbane office. This position would be ideal for a current business or finance student or someone who has recently graduated and is looking for a career path in finance. The role will be varied, hands on and requires someone with a great attitude willing to undertake all types of tasks. The person will ABOVE ALL ELSE have a drive to energetically be part of and represent our culture, values, brand and company with passion.

ABOUT YOU

- Excellent verbal and written communication skills
- Initiative, adaptability and enthusiasm
- High attention to detail
- Demonstrated ability to work in a small team and of meeting deadlines
- Ability to work individually with strong problem solving skills
- Active interest in the construction industry with a basic understanding of subcontracting (desirable but not essential)
- Advanced skills in Microsoft Excel
- Basic understanding of Microsoft BI
- Previous experience with Jobpac would be an advantage
- Qualification in Accounting, Finance or a similar field – either working towards their CA/CPA or currently studying

ABOUT THE ROLE

- Working within a great team
- General ledger account reconciliations
- Assist with end of month procedures
- Assist with company tax compliance, including GST and FBT
- Prepare sales invoices & manage overdue balances
- Payroll processing
- Maintain fixed asset register
- Liaise with our International office to monitor Accounts Payable activity
- Prepare business reports including development of Content through Microsoft BI
- Various administrative duties
- Provide support to operational staff and undertake other tasks as directed

ABOUT US

At Wiley, we believe in making a difference and creating a better future. With spirited curiosity, we plan perfectly, design elegantly and deliver results. We Design Build & Maintain facilities, so that our clients have the infrastructure they need to succeed. We are a fourth-generation family company operating in Australia and Asia, with offices in Brisbane, Melbourne, Sydney, Toowoomba and Kuala Lumpur.

WANT TO KNOW MORE?

Our culture is a big part of who we are. Visit culture.wiley.com.au to understand WHO WE ARE, and our website wiley.com.au for WHAT WE DO, or call us on 1300 385 988.

To apply for this role please email jobapplication@wiley.com.au
Shortlisted applicants will be contacted