



<https://incsub.com/careers/business-support-finance-admin/>

Business Support / Finance admin

Description

We are looking for a business support/accounts receivable accountant to join our [Incsub](#) family. We're seeking someone with experience in generating revenue, payroll, and bookkeeping.

You will be responsible for administrative tasks and contribute to improving the company's workplace.

This is a full-time, varied role with lots of exposure to the different duties within the business. We ask for 40 hours per week, and you can choose your own schedule.

Responsibilities

- Assisting with Bookkeeping
- PA duties
- Diary Management
- Maintaining internal financial accounting, monitoring and reporting.
- Reporting monthly accruals, prepayments and similar accounting entries.
- Preparing monthly and quarterly financial reports.
- Accurately producing and presenting budgeting, financial and forecasting reports.
- Tracking and managing staff budgets and reimbursements
- Verify and record transactions
- Resolve account discrepancies
- Working with payroll-related matters
- Administrative duties linked to HR, etc.

Qualifications

Essential attributes and experience required:

- Great eye for detail
- Self-motivated, driven, and hardworking
- Ability to prioritize and manage your workload
- Problem-solving and decision-making aptitude
- Prior Bookkeeping experience
- Expertise in annual budgeting and projections to a deadline
- Previous experience or exposure to payroll operations (estimates, actuals, data entering working hours for payroll)
- Background in handling budgets, reimbursements, and bonuses
- Skilled in running financial reports
- Competence in using industry-standard accounting and office software packages, including Xero and Zoho Books
- Experience in the reconciliation of entries into the accounting system
- Must have a good understanding of Google Sheets and spreadsheets.

SKILL-SET

Xero, Zoho Books, Google Sheets, Hubstaff, English language, Communication

Job benefits

Hiring organization

Incsub

Field

HR and Finances

Employment Type

Full-Time

Job Location

Remote

Working Hours

Full Time - 40 Hours Per Week

Why Join us?

We are committed to developing skills and rewarding our staff. We offer:

- Flexibility
- Very attractive working conditions for the right candidate
- 28 days paid leave per annum (up to 35 days)
- Opportunities for paid travel to attend WordCamps and other industry conferences
- Long service leave (3 months off paid) after you've been with us for a while
- Up to 2 months' salary bonus based on company growth targets
- Technology budgets every three years; the longer you serve, the higher you deserve
- General expenses budget yearly; the longer you work, the more you get

Our company values are that family and friends come first, and we always look to promote internally!

What should i do now?

If you would like to be a part of our family and feel that your values match ours, please apply by clicking the button below – upload your CV, and we will be in touch.

HIRING PROCESS

Our hiring process includes an interview with our management team.

Good luck!