



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

Business Support / Finance Admin

Description

Join our [Incsub](#) family as a Business Support / Finance Admin, where you'll play a key role in supporting our finance and business operations. We're looking for someone with hands-on experience in bookkeeping, accounts receivable, payroll assistance, financial reporting, and administrative support.

This is a fully remote finance role, offering flexible scheduling (40 hours/week) and the opportunity to work with a global team.

Responsibilities

- Assisting with bookkeeping tasks
- PA duties and administrative support
- Diary / schedule management
- Maintaining internal financial accounting, monitoring, and reporting
- Preparing monthly accruals, prepayments, and accounting entries
- Creating monthly and quarterly financial reports
- Producing accurate budgeting, financial, and forecasting reports
- Tracking and managing staff budgets, reimbursements, and expenses
- Verifying and recording financial transactions
- Identifying and resolving account discrepancies
- Supporting payroll operations (estimates, actuals, and other related tasks)
- Handling administrative tasks linked to HR and business operations

Qualifications

- Exceptional attention to detail
- Self-motivated, proactive, and organized
- Strong time-management and prioritization skills
- Solid problem-solving and decision-making abilities
- Prior bookkeeping experience
- Experience in annual budgeting and financial projections with deadline accuracy
- Exposure to payroll operations (data entry, timesheets, estimates & actuals)
- Background in managing budgets, reimbursements, and bonuses
- Skilled in preparing detailed financial and accounting reports
- Proficient with Xero, Zoho Books, and standard accounting software
- Experience with reconciliations and entering financial data into accounting systems
- Strong knowledge of Google Sheets and spreadsheets

SKILL-SET

Xero, Zoho Books, Google Sheets, Hubstaff, Bookkeeping, Accounts Receivable, Payroll Support, Finance Reporting, English, Communication

Job benefits

Why Join us?

Hiring organization

Incsub

Field

HR and Finances

Employment Type

Full-Time

Job Location

Remote

Working Hours

Full Time - 40 Hours Per Week

- Growth-oriented culture.
- Excellent compensation with competitive benefits and rejuvenation time-off.
- Flexible work environment.
- Training, tools, and support will be provided to help you to perform your job.
- Limitless learning opportunities by working with cutting-edge tech stacks and a diverse, talented team.
- 28 days of paid leave per annum (up to 35 days).
- Opportunities for paid travel to attend WordCamps and other industry conferences.
- Long service leaves (3 months off paid) after you've been with us for 10 years.
- Annual bonus based on company growth targets
- Technology budget that can help you upgrade the tools you use for your job; the longer you serve, the higher the budget.
- General expenses budget yearly that can be used to help you become more productive; the longer you work, the more you get.

What should I do now?

If you're looking for a remote finance admin role where you can grow, contribute, and feel part of a supportive global team, apply now. Upload your CV, and we will be in touch.

HIRING PROCESS

Our hiring process includes an interview with our management team.

Good luck!