


POSITION DESCRIPTION

FINANCIAL ACCOUNTANT

ReadyTech (ASX:RDY) exists to help communities thrive, and ReadyTechers flourish on making that change happen.

They enjoy taking on challenges that matter to our customers, communities, and the world – and working to solve them with incredible technology that helps navigate complexity, while also delivering meaningful outcomes.

ReadyTechers are enterprising, and hungry to make a difference. But, more than ever, ReadyTechers are *ready for anything*.

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POSITION DESCRIPTION

Title	FINANCIAL ACCOUNTANT	Location	MELBOURNE, VIC
Reports to	COMMERCIAL FINANCE MANAGER – GOVERNMENT, JUSTICE AND PROCUREMENT	Direct report(s)	NA

The purpose of this role

General Accounting and Reporting duties, including audit compliance and client billing.

The key accountabilities of the role

- Meet accounting and reporting timelines
- Ensure accuracy and completeness in accounting transactions and compliance reporting
- Timely and accurate billing of client invoices and ensure debts are followed up promptly
- Willingness to support other members of the team and work in collaboration with the wider finance team

The key responsibilities of the role

- Bank reconciliations
- Accounts Receivables process including client billing and collection follow up
- Accounts Payables including processing invoices
- Accounts Inbox maintenance, responding to internal & external queries
- Month-end tasks, including journal postings, accruals, prepayments, credit card transaction processing and capitalised wages
- Revenue Schedules/Recognition Management
- Balance sheet reconciliations
- Tax compliance and returns
- Assist in the preparation of month end reporting
- Respond as required to audit queries
- Other accounting tasks as assigned from time to time
- Provide recommendations for process improvement and efficiency



The ideal candidate will have these:

1. Skills	<ul style="list-style-type: none">• Bachelor's degree in Accounting and or working towards CA/CPA qualification• Strong Excel and Analytical skills• Attention to details• Ability to work under time constraints• High standards of integrity and confidentiality• Good interpersonal skills, proactive and helpful attitude to deliver value to others
2. Knowledge	<ul style="list-style-type: none">• Proficiency in Microsoft Office software including Excel & Outlook• Working knowledge of Netsuite preferably or similar accounting systems
3. Experience	<ul style="list-style-type: none">• 4+ years of accounting experience in a corporate environment