

POSITION DESCRIPTION

Business 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*.



POSITION DESCRIPTION

Title	Business Accountant	Location	Australia
Report to	Operations Specialist	Direct report(s)	None

The purpose of this role

To support the financial health and integrity of the organisation by delivering accurate financial reporting, ensuring compliance with statutory obligations, deliver accurate and timely payroll functions, and contributing to the overall operational efficiency of Workforce Solutions.

The key accountabilities of the role

- Financial Reporting & Compliance - Ensure compliance with regulatory obligations, including Superannuation, taxation and audit requirements.
- Ensure compliance with legislation, laws, tax regulations, and company policies.
- Audit & Risk Management - Investigate financial discrepancies, and business irregularities.
- Process multi-cycle payroll in varying industries, sizes and complexities accurately and on time
- Verify and reconcile payroll data
- Perform bank account and GL reconciliations
- Taxation - Prepare and lodge payroll tax returns for organisations.
- Business Advisory & Decision Support - Analyse financial data to support management decision-making.
- Stakeholder Engagement - Liaise with financial institutions, auditors, clearing houses, and regulatory bodies.

The key responsibilities of the role

- Prepare and maintain financial statements in accordance with Australian Accounting Standards
- Maintaining internal control systems
- Introducing and maintaining accounting systems, and advising on the selection and application of computer-based accounting systems
- Assisting with accounting policies
- Administration and reconciliation of Payroll Tax including lodgment and payment. Liaising with relevant Office of State Revenue (OSR).
- Administration of PAYG payments, and superannuation.



- Support clients during financial audits by supplying requested documentation, addressing auditor queries, and conducting investigations into any discrepancies identified.
- Perform calculations and reconciliations that are correct and compliant
- Provide accurate, clear, and concise information to internal and external stakeholders.
- Provide assurance about the accuracy of information contained in financial reports and their compliance with statutory requirements
- Perform bank reconciliations of client trust accounts to ensure accuracy and compliance with financial and regulatory requirements.
- Identify and contribute to continuous process improvement strategies, including the maintenance of procedure documents, checklists, and other support documents
- Liaise with Clients, Super Funds, Gateway providers, Bank, ATO, State Revenue Offices
- Ensuring legal compliance in superannuation, payroll tax, PAYG withholding etc
- Implement and action data integrity reporting to ensure quality of client information
- Testing and documenting new/changed functionality of products & systems
- Investigation & resolution of adhoc requests from clients/stakeholders
- Support business during peak volume periods in processing payrolls
- Contribute and participate within the team to ensure that it provides excellent delivery of customer service as well as team objectives
- Contribute to the profitability of Readytech through effective project management, communication with clients, identifying and implementing efficiencies.
- Documenting and implementing changes to superannuation, payroll tax, PAYG legislation.
- Adhoc tasks as required (by other areas of the business)
- Reconciliation of super clearing account & other accounts as required
- Management of TNA's
- Preparation of month end reporting for board reporting
- Build and manage superior relationships with clients and have a proactive approach to delighting our customers
- Share knowledge and collaborate with other Teams / Team Members to promote best practice and consistency both internally and for our customers
- Other duties or projects as required



- Adhering and contributing to Company Assurance program ISO27001 and ASAE3402
- Demonstrate and model the Readytech values

The ideal candidate will have these:

1. Skills & requirements	<ul style="list-style-type: none">- Degree-qualified in Accounting, Finance, or a related field.- Strong understanding of payroll principles, tax regulations, and accounting practices.- Experience in analysis, and reconciliation.- Familiarity with financial systems.- Excellent communication and stakeholder management skills.- High attention to detail and strong analytical thinking.- Ability to work independently, prioritise tasks and meet strict payroll deadlines- Capable of handling high level of pressure while continuing to perform duties accurately
2. Knowledge	<ul style="list-style-type: none">- Proficiency in Microsoft Office Suite, especially Excel.
3. Experience	<ul style="list-style-type: none">- 3+ years experience in a role similar- Proven experience as a Payroll Accountant or similar role.