Company Name ALTIOS INTERNATIONAL

Name of Program/Position Assistant Accountant

Type of Position Part-time position (2.5 days / week)

Eligible Students

Open to Australian & New Zealand Citizens

Permanent Residents

Brief Synopsis of position

ALTIOS International is a company specializing in international business consulting and support for companies looking to expand their activities abroad. Altios is operational across more than 80 countries, and since 1991 more than 5,000 companies have turned to Altios for assistance in their most complex strategies for international development. Altios Australia is located in the heart of the financial district of Sydney, near Circular Quay.

We are looking for an accounting assistant. You will be assisting with day to day corporate services operations for Altios and its clients, including:

- Daily bookkeeping
- Accounts receivable/payable
- Expense claims management
- Bank reconciliations
- Payroll and HR Management
- Ad-hoc duties

Skills and Experience

- Student in Accounting or equivalent
- Aspirations to complete or be half-way through your CA/CPA
- Extensive knowledge of Australian accounting standards
- Experience using MS Excel and MYOB or similar accounting software
- Excellent communication skills, ability to take initiative and have good attention to detail are essential.
- Motivated student willing to learn and grow within the position

Link for more information

How to apply: By email to m.guillaumie@altios.com

Closing date: 31/05/2018