



AU Accountant

Mabalacat, Pampanga • Full-time

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About the Job

Job Description:

- Tasks will include: Processing of client's day-to-day transactions, Bank Reconciliation, Bills/Invoice processing, Analysis of Aged Payables/Receivables, Payroll processing, email
- Prepare Business Activity Statements (BAS's) and Instalment Activity Statements (IAS's), reconciliation
- Cost analysis
- Prepare Financial Statements and Income Tax Returns.
- Business entity setup and registration.
- Manage the flow of information between clients and the firm.
- Provide general accounting and taxation advice to clients, in conjunction with Directors.
- Ensure that all work is error-free and professionally presented.
- Review accounting and taxation work prepared by the team.

Qualification:

- Full-time position only.
- Candidate must possess at least a Bachelor's/College Degree in Finance/Accountancy/Banking or equivalent.
- Must have at least 1 year of Australian accounting/bookkeeping working experience in the related field is required for this position.
- With experience in using Xero, MYOB, Quickbooks, XPM.
- Strong Excel skills, including report production.
- Receptive to training and coaching.
- Strong attention to details and with high analytical skills.
- Excellent communication and time management skills.
- Trustworthy in managing confidential information.

Benefits:

- Twenty (20) Leave Credits.
- Fixed Working Hours (7am to 4pm Mondays to Fridays).
- HMO.
- Dental Insurance.
- Life Insurance.

About HBP Business Services Inc

We are a team of professionals who strive to support our clients in achieving their goals.

Founded in Sydney in 2000, halkin has grown from humble beginnings in Australia, into a team of global professional business experts with additional offices in Auckland, Hong Kong, London, Los Angeles, New York, Philippines, and Singapore.

With skill sets across accounting, Tax, HR, Technology and Strategic Advisory, we have the team, tools and technology to grow your business. We're big enough to meet all your needs, yet small enough to give your business the personal attention it deserves.

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