

# DesignInc

## Part time Accountant

### Summary

We are seeking an enthusiastic, proactive and experienced individual to join our Accounting team to assist with the day-to-day accounting functions of the business. The individual will assist in payroll processing, maintaining reports and preparing financial documents such as invoices, bills, and accounts payable and receivable management.

We are based in the centre of the city in a beautiful newly renovated office.

For this role we are offering flexible part time hours, contact us to learn more!

### The Role

Reporting to the Head of Finance and working closely with the other Accountant and Project Leaders, the role will involve a wide range of accounting activities including, accounts receivable and payable, managing credit cards and petty cash and payroll; including payment of staff expenses, and recording time in lieu. In addition, the successful candidate will assist the Company Accountant and Project Accountant in meeting the statutory obligations by ensuring all monthly, quarterly and yearly statutory obligations (payroll tax, BAS, workers compensation, superannuation, PAYGW, insurances) are completed, reconciled and paid by the due date.

This is a 'hands on' role and we need a real team player with a positive attitude to take on each new task, no matter how big or small. You will be well organised and reliable with exceptionally high attention to detail and problem-solving skills.

To be successful in the role you will have/be:

- A Degree in Accounting, Finance, Commerce or a related discipline
- Minimum of 5 years' commercial experience in accounting
- Proven experience in using MYOB and Excel
- An understanding of data management/record keeping system and experience in using a CRM
- Enthusiastic with a positive attitude
- Approachable with strong organisational and time management skills
- Able to multi task with high level of attention to detail
- The ability to engage and build relationships with internal and external stakeholders across all levels
- Membership of a Professional Accounting body is desirable but not essential
- Previous payroll experience would be preferred

### The Team

**Teamwork is at the heart of our approach.** More than an architectural practice, DesignInc embodies a holistic approach to buildings and environment that puts people and sustainability at the centre of everything we do.

At DesignInc Sydney, all our team members benefit from:

- **Health, Well-being and Lifestyle program** which offers discounted gym memberships, personal and flexible working arrangements.
- **Professional development and training**, through formal CPD sessions and attendance at industry events.
- **Study leave and financial assistance** to continue formal education.
- **Mentoring Program** to support personal and professional growth and development.
- **Regular Social Events** including regular drinks after work, team events and work functions.

## DesignInc Sydney

DesignInc is an Australia-wide practice, dedicated to creating people-centric environments from the large scale to the small. Our award-winning portfolio includes transport and infrastructure, schools, workplaces, multi-residential communities, hospitals and sport centres.

Our combined talent of 180+ architects, urban planners, interior designers and landscape architects, across studios in Melbourne, Sydney, Adelaide and Perth; brings a holistic perspective to each client's brief and site.

Please submit your Resume and Portfolio through to [careers@sydney.designinc.com.au](mailto:careers@sydney.designinc.com.au).