

## Financial Assistant

Industry knowledge is a must for any financial processing role. Looking for these traits along with excellent attention to detail will relieve your local staff of any day-to-day tasks that bog them down and distract them from what's important. Your local staff should be focusing on building and nurturing client relationships which in turn, will positively impact your bottom line.

Common tasks the role might require:

- Bookkeeping
- Accounts receivable
- Accounts payable
- Monthly financial reporting
- Budget management
- Bank reconciliation
- Invoice preparation
- Debt collection
- BAS preparation.

Qualifications/requirements you might expect in candidates:

- 2-3 years experience in finance
- MYOB and adhoc experience
- Basic accounting skills and industry knowledge
- Computer literacy.



For more information, please visit our [website](#) or contact us today:

Philippines: +63 2 34371000 U.S./Canada: +1 888-731-0023 Australia: +61 3 7003 9283