



JOB DESCRIPTION – ACCOUNTANT

Job Title: Accountant

Department: Finance and Accounting

Reports To: Finance Manager

Job Overview

As an Accountant at Trendie, you will take on a pivotal role in maintaining the accuracy, integrity, and compliance of the organisation's financial operations. You will be responsible for managing a comprehensive range of financial functions, ensuring that all financial records are meticulously maintained and aligned with both Australian accounting standards and legal requirements. Your expertise will support critical business decisions by providing precise and timely financial data. In this role, you will handle accounts payable and receivable, oversee payroll management, ensure tax compliance, and compile financial reports, contributing to Trendie's financial health and strategic objectives.

Key Responsibilities

- **Financial Record Keeping:** Maintain detailed and accurate financial records, ensuring all general ledger entries are correctly prepared and posted. Efficiently manage accounts payable and receivable processes, ensuring payments are made and received in a timely and compliant manner.
- **Financial Reporting:** Prepare comprehensive financial statements on a monthly, quarterly, and annual basis, ensuring all financial data is accurate and fully compliant with reporting standards. Develop and provide detailed financial reports for internal and external stakeholders, facilitating informed decision-making.
- **Compliance and Regulation:** Ensure full adherence to Australian accounting standards, taxation laws, and regulatory frameworks, proactively updating practices as required. Implement and maintain company policies and procedures relating to financial reporting and regulatory compliance.
- **Payroll Management:** Manage all payroll operations, including processing employee payments, superannuation contributions, leave entitlements, and tax deductions, ensuring compliance with applicable laws. Ensure that payroll is administered accurately and within prescribed deadlines.

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- **Bank Reconciliation and Cash Flow Monitoring:** Regularly conduct bank reconciliations to ensure that all financial transactions are properly recorded. Monitor and manage cash flow to maintain operational liquidity and financial stability.
- **Budgeting and Forecasting:** Assist the Finance Manager in preparing budgets and financial forecasts, supporting effective financial planning and business strategy. Provide analysis and insights into budget performance, identifying trends and recommending adjustments where necessary.
- **Internal Audits and Controls:** Conduct internal audits periodically to verify financial accuracy and ensure the effectiveness of internal control systems. Recommend and implement improvements to financial processes, systems, and governance to enhance accuracy and transparency.
- **External Audits:** Collaborate with external auditors by providing required documentation and information to facilitate smooth and efficient audit processes.
- **Financial Analysis:** Provide meaningful financial analysis and offer actionable insights to support the company's strategic objectives. Assist in identifying cost-saving opportunities and potential areas for revenue growth.

Qualifications and Experience

- **Education:** A Bachelor's degree in Accounting, Finance, or a related field.
- **Experience:** A minimum of 3 years of experience in accounting or finance roles, with strong knowledge of Australian accounting standards and practices.
- **Professional Accreditation:** CPA or CA certification is highly desirable and an asset for career advancement.
- **Technical Expertise:** Proficient in accounting software and Enterprise Resource Planning (ERP) systems, with advanced capabilities in Microsoft Excel.
- **Skills and Competencies:**
- **Attention to Detail:** Demonstrated attention to detail with a focus on maintaining accuracy in financial data and reporting.



- **Analytical and Problem-Solving Skills:** Strong analytical skills, with the ability to interpret financial data and provide insights for improving organisational performance.
- **Time Management and Organisational Skills:** Excellent time management abilities, capable of managing multiple tasks, prioritising responsibilities, and adhering to deadlines in a fast-paced environment.
- **Communication Skills:** Strong verbal and written communication skills, with the ability to explain complex financial information clearly to non-financial stakeholders.
- **Tax Knowledge:** In-depth understanding of Australian tax regulations, including GST, payroll tax, and income tax compliance.
- **Teamwork and Independence:** Able to work effectively both independently and as part of a collaborative team, demonstrating initiative and self-motivation.

Working Conditions

This is a full-time office-based position. Overtime may be required during peak financial periods such as end-of-year reporting and audit cycles. Given the sensitive nature of financial data, maintaining confidentiality and accuracy is critical in this role.

Key Performance Indicators (KPIs)

- **Financial Reporting Accuracy:** Deliver accurate and timely financial statements and reports.
- **Regulatory Compliance:** Ensure full compliance with all applicable accounting standards and taxation laws.
- **Efficiency of Financial Operations:** Streamline processes related to accounts payable, receivable, and payroll management.
- **Budgeting and Forecasting Accuracy:** Assist in preparing budgets and forecasts that support the organisation's financial and strategic objectives.
- **Quality of Financial Analysis:** Provide insightful financial analysis that supports decision-making and drives company performance.



Trendie

Company Values and Culture

At Trendie, we are committed to promoting a culture of accuracy, integrity, and transparency in all our operations. As an Accountant, you will play a crucial role in upholding these values by ensuring that our financial processes are conducted with professionalism and ethical responsibility.

Career Pathway

This position offers substantial opportunities for career development within the Finance and Accounting department. You may progress into roles such as Senior Accountant, Accounting Manager, or Finance Manager. Specialisation in areas such as taxation, audit, or financial analysis is also possible, enabling both your professional growth and the achievement of Trendie's objectives.

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