

## Assistant Accountant Finance Shared Services Australasia Sydney; full-time, ongoing

*Navitas is a diversified global education provider that offers an extensive range of educational services for students and professionals including university programs, English language training and settlement services, creative media education, workforce education and student recruitment.*

The Assistant Accountant is responsible for assisting the designated Financial Accountant in the maintenance of proper accounting records for a range of companies within the Navitas Group.

The key elements of this role are to assist in ensuring that the general ledgers for select legal entities are complete and accurate and prepared in compliance with Group accounting policies and that related party transactions are correctly recorded.

### **Essential skills and experience**

- Minimum part qualified Chartered Accountant or CPA
- Previous experience in an Assistant Accounting role
- A good level of computer literacy
- Strong excel skills
- Good analytical skills
- Team player, exhibits flexibility for different tasks and willingness to learn
- Good communication, interpersonal and self-management skills
- Ability to work independently and utilise a level of initiative
- Good time management skills

### **Desirable criteria**

- Relevant educational industry experience, particularly with the tertiary sector or with entities providing services to international students
- User knowledge of Oracle EBusiness Suite R12 and Hyperion Financial Management/Hyperion Planning systems (or similar)

### **What we offer**

An appropriate remuneration package will be negotiated with the successful candidate. The Navitas Group offers outstanding long-term career opportunities within Australia and abroad, and is values driven and an equal opportunity employer.

Enquiries and applications, including a cover letter and resume, should be sent to Jennifer Price at [Jennifer.Price@navitas.com](mailto:Jennifer.Price@navitas.com). **Applications close on 11 September 2017.**

Successful applicants require working rights in Australia, and will be subject to relevant pre-employment checks, which may include a National Police Check and/or a Working with Children Check.

## Position Description

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**Title:** Assistant Accountant

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**Functional area:** Finance Shared Services Australasia  
**Reports to:** Financial Accountant

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### 1. Overview and Objectives of the Position:

The Assistant Accountant is responsible for assisting the designated Financial Accountant in the maintenance of proper accounting records for a range of companies within the Navitas Group.

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### 2. Key Relationships:

#### Internal

- i. Group Financial Controller
- ii. Navitas Corporate Managers
- iii. Navitas Business Unit/Finance Managers
- iv. Director of Finance Shared Services
- v. Other Finance Shared Services Team members

#### External

- vi. Auditors
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### 3. Key Result Areas:

In consultation with the Director of Finance Shared Services and the designated Financial Accountant

#### General Ledger

- Assist the Financial Accountant in preparing the financial information of the designated companies within the Navitas Group
- Review and post intercompany transactions (including cross charges or allocations) and reconcile on an accurate and timely basis
- Prepare and fully reconcile the selected general ledger balances for the designated legal entities on a timely basis for review by the Financial Accountant
- Provide support to the Financial Accountant to understand transactions and the impacts on the financial information prepared
- Assist in the maintenance of the Fixed Assets for selected legal entities
- Assist Senior Finance staff and external auditors as appropriate at half year and year end.

**General**

- Maintenance of filing and archives including prompt and appropriate filing of finance/accounts documentation
  - An understanding of and commitment to Navitas' Policies and Procedures.
  - Provide excellent internal and external customer service at all times.
  - General duties commensurate with the role as determined by the Director of Finance Shared Services and the Financial Accountant
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**4. Qualifications and Selection Criteria****Essential:**

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