

<https://fortrexgroup.com/career/assistant-finance-manager/>

## Assistant Finance manager

### Description

*You're probably a match if you*

- Have a Bachelor's degree in Finance, Accounting, Economics, or a related field. A degree in Management Information Systems (MIS) or Business Administration with a concentration in Finance is also suitable.
- Have 3-4 years of relevant work experience in finance, accounting, or a related field, preferably with exposure to financial reporting. Experience in audit, consulting, or IT/SaaS companies (startups preferable) is a plus.
- Possess strong problem-solving skills to identify and resolve issues related to financial reporting processes and data discrepancies.
- Are adept at time management and can prioritize tasks effectively to meet reporting deadlines in a fast-paced environment.
- Have a natural curiosity and a hunger for continuous learning.
- Are a succinct and engaging communicator.
- Have a keen eye for setting up processes and improving efficiency.
- Are proficient in data analysis tools and techniques, such as MS Excel or Google Sheets (including pivot tables, vlookup, etc.).
- Have experience with financial software and tools commonly used in reporting functions, such as ERP systems (e.g., ChargeBee) and financial reporting software (e.g., QuickBooks, Xero).
- Understand regulatory requirements related to financial reporting (EU) and compliance with internal policies and procedures.
- Can build and maintain effective working relationships with external service vendors, ensuring clear communication and coordination of activities.

### *What you get from us*

- Highly competitive salary.
- Participation in company profits.
- Unlimited vacation policy.
- A vibrant startup atmosphere with ambitious growth plans.
- A diverse and international team environment, representing several nations and servicing global clients.
- The largest luxury marketplace in the world with strong backing from experienced investors.

Locations

Possibility to work fully remote

Remote status

Fully Remote

### Responsibilities

*The Financial Analyst Will Be Primarily Involved In*

### Hiring organization

<https://fortrexgroup.com/>

### Employment Type

Part-time, Temporary

### Job Location

Minchinbury street,, 2770,  
Minchinbury, NWS, Australia

### Working Hours

10

### Base Salary

\$ 500 - \$ 10000

### Date posted

July 31, 2024

- Support and enhance current financial reporting processes. Prepare financial statements, including income statements, balance sheets, and cash flow statements.
- Perform monthly book closing activities, including allocations, reconciliations, and journal entries.
- Manage the collection and organization of primary financial documents.
- Reconcile and oversee VAT reporting and annual income tax reporting, currently handled by external vendors, ensuring accuracy and compliance.
- Participate in projects aimed at improving and optimizing our VAT, financial reporting, and tax reporting processes. This includes setting up new processes, automating workflows, and ensuring seamless integration with our existing systems.
- Support the process of payments to suppliers, ensuring timely and accurate transactions.
- Manage the IT assets, including maintaining an inventory of SaaS subscriptions, equipment and related tools.

## **Contacts**

[contact us](#)