

## Bookkeeper/Administration all rounder – MELBOURNE



### The Opportunity

Airbiz is a world leading international strategic aviation and airport planning consultancy with established offices in Australia, Canada, Europe and New Zealand. We are currently looking for an experienced, suitably qualified and enthusiastic Bookkeeper and administrator with and ASAP start. You will be based in Abbotsford working alongside the corporate team and assisting the corporate services manager with administration tasks locally and bookkeeping for all entities around the globe. We are an equal opportunities employer with a friendly and flexible working environment in locations across the world.

### The Work

This is an excellent opportunity if you are looking to further your career and contribute to an amazing company. You will be an enthusiastic, self-motivated and an accountable team member while also being able to work independently, and willing to take on responsibilities within a multi-disciplinary team environment across multiple time zones. You will need to be confident in verbal, written and visual communication. This role is diverse and fundamental to the successful day-to-day operations of the business.

The daily tasks and skills sets of our ideal candidate would include:

- Manage end to end Accounts Payable and Accounts Receivable functions
- Monthly Payroll and PAYE for Canada (7 employees) , UK (4 employees) and New Zealand (5 Employees)
- Quarterly GST/VAT for Canada, UK and New Zealand
- Support the corporate services manager to update and improve the business' existing systems and processes
- Answer the company phone
- General administration for the business
- Organise flights and accommodation
- Process senior staff members expense claims in Tenrox

### The skills and experience

- 3+ years of Bookkeeping experience (Bookkeeping qualifications will be highly regarded)
- Must have strong computer skills, including experience with MYOB and Microsoft (Excel/Word)
- Have a positive attitude
- Be well organised with excellent time management and be able to work in a fast-paced environment.
- Have a high attention to detail

Your application and CV should be forwarded to [jobs@airbiz.aero](mailto:jobs@airbiz.aero) with the words "Bookkeeper - Melbourne" in the subject line. Your application should include a brief motivation and outline describing your relevant skills, strengths and particular areas of interest and future development.

**Only individuals with the right to work permanently in Australia may apply for this position.**

Please visit our website for more information on our company [www.airbiz.aero](http://www.airbiz.aero)