

ADVERT – Accounts Manager

THE OPPORTUNITY

- Dynamic team environment
- Ability to take control and drive outcomes

If you like to drive financial outcomes, are highly efficient and enjoy a collaborative environment... this is the role for you!

Place Design Group is a leading Australian owned planning and design firm. We work across Australia, China, the Middle East, Pacific Islands, and South East Asia. Within the Australian context we continue to be instrumental in some of the most exciting and dynamic projects, including Gold Coast's [Surfers Paradise](#), Sydney's [futurestreet](#), Gold Coast's [The Spit](#) Masterplan, Sunshine Coast's [Domic](#), Townsville's [Jezzine Barracks](#), and Brisbane's [Waterfront](#).

Watch a snapshot of who we are - <https://youtu.be/hwYGFzZK-c0>

Due to business growth we now have an opportunity for an Accounts Manager to manage our accounts and treasury functions and help internally drive business process, efficiency and success.

You will work under the direction of the CFO with the support of the company bookkeeper. You will be based in our Brisbane head office, however, will be part of the wider operations team and will play an integral role in providing support to internal stakeholders. You will receive an extensive handover from our long-term contractor, currently undertaking the role, and going overseas mid-year. Your first project will be to bring our outsourced payroll inhouse to Xero for the beginning of next financial year. You will bring proactivity, efficiency and positivity to slide into our current team.

The areas you will work across will include:

- Accounts payable management
- Accounts receivable / debt management
- Cashflow and treasury management
- Payroll processing and management
- Tax compliance and payment
- Assisting with month end entries and analysis
- Balance Sheet reconciliations
- Supplier management

Essential Experience / Attributes:

- Tertiary qualification or QBE

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Creating
GREAT places

- Min. 5 year's exp in a senior accounts role
- Proficiency with Xero
- Experience within a project or professional services based industry
- Strong treasury management
- Proficiency with Excel & other MS Office Programs
- Excellent organisational and time management skills
- High level attention to detail
- High level written and verbal communication skills
- The ability to work autonomously and within a team
- Australian resident with no VISA restrictions

HOW TO APPLY

If you feel you are the right person for this opportunity, we would love to hear from you.
Please send a cover letter and resume to careers@placedesigngroup.com.