

Accounting Administrator

Position Description

Updated April 2019

Position:	Accounting Administrator (National)
Organisation:	Hub Australia Pty Ltd
Reports into:	Hub Australia, Accounting Business Partner
Start date:	1 July 2019
Probationary period:	6 months from original start date
Salary band	Band B
Location:	Hub Southern Cross (Melbourne)
Employment type:	Permanent full-time
Ordinary hours of work:	You are expected to be contactable between 09:00 and 17:00 (Mon - Fri). In addition to ordinary hours of work, you are expected to attend the biannual strategy gathering.
Salary:	To be discussed at interview stages.
Phone allowance:	\$100.00 per month
Leave entitlements:	As per leave policy.

Who we are:

Hub Australia is a coworking community for growing businesses. We provide premium workspaces, business networks, and member services to a diverse range of businesses, with over 2500 members ranging from entrepreneurs, startups and NFP's, to larger corporate, government, and educational organisations across Melbourne, Sydney, Adelaide and Brisbane.

As a Hub Australia team member, you'll be part of a tight-knit group in an environment where no two days are the same. Live something bigger by working for a growing organisation and certified B Corp that offers training and career development opportunities, all while working in the most beautiful coworking spaces in Australia.

As we continue to build the best place to create, share, and work with others, there's a perfect spot for you to grow with us.

Your role:

As an integral member of the national Shared Services team, you will be an accounting pro who thrives on detail and accuracy, is prepared to dive deep to make sure all reconciliations balance, and derives pride and satisfaction from providing an exceptional level of customer service to colleagues and members.

The Shared Services team is part of Hub's National team and encompasses Accounts, Systems, Human Resources and Impact (did we mention we're a B Corp?). Essentially, the Shared Services team manages the business of the business...and the business is growing!

Juggling between multiple entities, you will be responsible for a variety of accounting activities including accounts receivable, bank reconciliations and BAS reporting. You will also support the team to embed best-practice into their processes and ensure consistent administration of memberships and fees through our portal to maintain the accuracy of end of month reports.

Accounting and bookkeeping (30% of workload)

- Liaison with Clubhouse teams to ensure accurate billing and facilitate required credit notes and refunds.
- Assisting with the end of month close of books, including the preparation of journal entries accompanied by appropriate documentation.
- Assisting with the preparation of BAS reporting.

Reconciliations and troubleshooting (40% of workload)

- Undertaking a complete reconciliation of each clubhouse entity's accounts receivable at the end of each month, to ensure billing data in our membership administration portal is reconciled with Xero before we close the books. Including liaising with credit collection agencies and writing off bad debt if required.
- Reconciling bank feeds and credit card transactions through Xero for each entity to ensure activity is accurately recorded and coded to the correct general ledger account.

Administration and support (30% of workload)

- Assist with maintaining the accounts@ email inbox, answering queries from the Hub team, vendors and members.
- Collating and preparing information to support the external audit process and ad-hoc report requests from the Executive team and other leaders across the business.
- Provide administrative back up to facilitate payments through our banking portal
- Recommending initiatives to streamline our processes and systems, improve policies and documentation and facilitate knowledge sharing across the business.
- Living and breathing our values: Collaborative, Adaptable, Resourceful, Accountable and Beyond Profit.

Important metrics:

- Positive reviews from colleagues on your performance in providing accounting administration support
- Meet monthly and annual reporting deadlines
- Maintain 100% audit compliant policies, processes and procedures

What you'll need:

- Certificate IV, Diploma or Advanced Diploma in Accounting, ideally studying towards your CPA or CA
- 3+ years experience in SME bookkeeping or accounting, preferably in a multi-entity structure, including a solid understanding of profit and loss, variance reports and balance sheets.
- Experience using Xero as an online accounting solution and expense management software

- Exceptional time management and workload prioritisation skills with the ability to juggle multiple tasks, deadlines and stakeholders and work independently
- Highly organised, accurate and thorough with a keen sense of curiosity to find the underlying cause of reconciliation errors

That said, if your experience looks a little different from what we've identified and you think you can rock the role, we'd love to learn more about you.

What you'll be rewarded with:

- Be a key member of an energetic, dynamic and fun national team who stands for more than their bottom line
- Be part of a [B Corp](#) certified company with a vision and plan to use Hub Australia as a force for social and environmental good, and to make a difference in the world
- A personalised training and professional development program to grow your skills and career
- Be supported to make social and environmental impact with paid volunteer leave each year
- Biannual company-wide conference – these are a lot of fun!

All this while working in one of Hub Australia's beautiful workspaces!

To apply, please send a copy of your resume and cover letter to hello@hubaustralia.com with Accounting Administrator in the headline. We look forward to hearing from you.