

Join Our Creative Design Studio as an Accounting Professional

Are you ready to bring your accounting expertise to an award-winning architectural and design firm? Peckvonhartel is seeking a dedicated professional to join our Melbourne studio, assisting with accounting, project profitability, human resources administration (incl. payroll) and supporting our dynamic team. If you thrive on a variety of work and can work autonomously, this is the perfect opportunity for you.

About the Role

As the Accountant in our Melbourne studio, you'll be mentored by our Head of Finance and work closely with the team leaders. Your role is essential in ensuring the smooth running of our finance and administration daily operations. This role demands a self-starter who can handle responsibilities with minimal supervision, while meeting deadlines and following financial protocols.

Key Responsibilities

About You

We're seeking candidates with the following skills and experience:

- **Accounting:** Manage and maintain financial records.
- **Analysis:** Review financial results and provide suggestions for change and improvement.
- **General Ledger Maintenance:** Ensure accuracy and completeness of financial data.
- **Payment Processing:** Handle payments efficiently and securely.
- **Project and Timesheet Reporting:** Monitor and report on team hours.
- **Project Profitability:** Assist with project profitability and reporting
- **Monthly Payroll:** Process payroll and reports accurately and on time.
- **BAS Preparation:** Prepare Business Activity Statements for multiple entities.
- **Record Keeping & Reconciliations:** Maintain meticulous records and reconcile accounts.
- **Human Resources Administration:** Support HR functions (remuneration, awards etc.) and document preparation.
- **Support Duties:** Assist Head of Finance and Practice Director with financial data.

Why peckvonhartel?

Our people are our greatest asset. We prioritize attracting, retaining, and developing top talent. At peckvonhartel, we embrace diversity, employing individuals from various regions and cultural backgrounds.

- **Bookkeeping & Accounting Experience:** Proven track record in a similar role.

- **5+ Years of Relevant Experience:** Experience working for a small/medium-sized business.
- **Accounting Qualifications:** The ideal candidate must possess relevant diploma/degree qualifications.
- **Software Proficiency:** Experience with Xero and/or MYOB. Project Management software desirable.
- **Payroll Processing:** Competence in handling payroll tasks.
- **Tax/Statutory Calculation Experience:** Knowledge of Workcover, BAS and payroll tax.
- **Attention to Detail:** High level of accuracy and thoroughness.
- **Time Management:** Ability to prioritize tasks and meet deadlines.
- **Deadline Driven:** Efficiently manage multiple tasks under time constraints.

Apply Now!

Ready for your next career move with an established, award-winning design practice? Apply now by submitting your CV and detailing why you're the ideal candidate for this role.

- **Melbourne CBD Location:** Work in the heart of the city.
- **Creative Studio Environment:** Join an inspiring and innovative workplace.
- **Development Opportunities:** Access to ongoing mentoring and professional growth.
- **Collaborative Culture:** Be part of a team that values well-being and teamwork.
- **Flexible Working Conditions:** Enjoy a supportive work environment.

Note: Please, no agency or third-party applications.

We are an Equal Opportunity employer.

Take the next step in your career journey with peckvonhartel.

Please send through your applications to Danijela Glogovac at email careers@pvh.com.au.