

sustainability.  
environment.  
versatility.



## Accountant – Part Time

Senversa Pty Ltd is an Australian employee owned environmental consulting firm. Our team is committed to delivering high quality environmental advice to our clients and we provide a supportive environment for our staff.

As a dynamic and fast paced national team, we have an opportunity for an accountant to join our Finance/ Business Support team based in our Melbourne office. This role is suitable for the following candidates:

- Experience in similar generalist accounting/ finance role
- Tertiary qualification in an accounting/finance discipline
- Advanced Excel skills
- Previous experience with Xero and project accounting software would be advantageous
- Commercial thinking and problem-solving approach
- Excellent time-management, communication & organisational skills
- Strong attention to detail
- Positive, 'can-do' attitude

Duties include but are not limited to:

- Fortnightly payroll, including reporting and weekly timesheets
- Financial reconciliation of projects and project closures
- Manage all client recoveries and ensure timely payment
- Support management of budgets, forecasts and financial reports
- With the Finance Manager, ensure financial records are maintained in compliance with accepted policies and procedures
- Back up for other Finance compliance requirements including BAS preparation and bank reconciliations.
- Working collaboratively with the Finance/ Business Support and national teams.

If you are committed to furthering your career in a growing professional services environment, please email your CV to [careers@senversa.com.au](mailto:careers@senversa.com.au) with a covering letter outlining your experience and reasons for wanting to work for a growing, employee-owned organisation.

