

Finance Officer Brisbane Office

Role

A fantastic opportunity exists to join a progressive law firm in Brisbane's CBD. A position has arisen for a busy Finance Manager role in our growing firm.

With offices in Brisbane and Melbourne, this is a busy and autonomous role, perfect for someone looking to make the role their own and grow with our firm.

The Finance Manager is responsible for the end-to-end function of the accounts at our firm. They are responsible for ensuring that all accounting allocations are appropriately made and documented.

As the Finance Manager you will perform cash management functions and oversee accounts payable, accounts receivable, trust accounting, payroll and bank reconciliation functions. You are also responsible for maintaining appropriate business insurances and financial reporting and analysis with reports provided to key stakeholders on a regular basis.

We are looking for an experienced, highly organised person with excellent communication skills. You will have excellent computer skills with a high level of accuracy and attention to detail and be someone who shows initiative. A tertiary qualification in Accounting, Finance or Commerce would be highly regarded.

Our firm utilises LEAP practice management system and therefore experience with this software will be highly regarded, however, not essential.

In return we offer autonomy, an opportunity to expand your role and a supportive team environment within a positive firm culture.

Duties will include:

- Day-to-day banking and finance activities including drawing of cheques, receipting of funds, trust account management and invoicing;
- Bank account reconciliations;
- Payroll – weekly (includes calculation of leave entitlements);
- Weekly and monthly reporting and analysis on trends and performance – provided to relevant stakeholders;
- End of month reconciliations (Trust Account regulations apply);
- Invoicing;
- Aged debtors;
- Accounts payable;
- Accounts receivable;
- Budget forecasting and reporting;
- Assist in preparation of company financials for regulatory reporting (BAS/PAYG/Income Tax);
- Superannuation payments;
- Other accounts related tasks.

A competitive salary package will be negotiated with the successful applicant commensurate with skills and experience.

Applications

Applications should include a current curriculum vitae and a detailed cover letter that outlines how the candidate requirements are met.

The application form will include these questions:

- How many years' experience do you have as a finance manager?
- What's your expected annual base salary?
- How much notice are you required to give your current employer?
- Do you have experience completing ad hoc and month end reporting?
- How many years' experience do you have with forecasting for businesses?

Interested applicants to email applications to: r.pappagallo@dssl.com.au

About DSS Law

With offices in Brisbane and Melbourne, DSS Law has built a strong reputation as a trusted legal advisor in the areas of litigation, property, commercial, corporate, insolvency, employment, criminal, personal injury and wills & estates.

Our team is known for their personal approach and reliable and responsive service.

We believe our focus on delivering excellent client service and our commitment to building long-term, trusted relationships with our clients is what sets us apart from other firms.

DSS Law prides itself on hiring competent individuals and we reward self-starters who continually strive for personal and professional growth.