



Arinex Pty Ltd Accounts Administrator (Sydney)

Are you highly analytical and detail oriented?

We are looking for an **Accounts Administrator** to join our team. Reporting to the Chief Financial Officer you will be an integral member of the Finance team assuming responsibility for all administrative functions of the business unit's day to day operations.

Arinex (“**architects of inspiring experiences**”) is an award-winning company that offers a fresh approach to conference and event management solutions. As leaders in their field, Arinex are proudly the first Carbon Neutral Event Management Company in Australia.

At Arinex you will have the opportunity to:

- Join a high-performing and dynamic team of event professionals.
- Input ideas and initiatives to continually improve our service offering and exceed our client expectations.
- Enjoy a positive and fun team environment, with a supportive and collaborative approach to working.
- Continually progress and develop your career through ongoing training and skills programs.

Key responsibilities of this role include:

- Respond to all Finance Helpdesk queries.
- Complete bank reconciliations.
- Cross check account allocations and transfers.
- Processing of debtor transactions.
- Data entry for Project recoveries and general ledger.
- Processing of timesheets and labour reporting.
- Administer set up procedures for all new projects and budgets.
- Administration of payment gateways and accounting systems.
- Assisting the Accountant in monthly financial activities.
- Assist the People & Culture Manager in administrative tasks as required.

To be successful in this role you will have:

- Proven work experience as an Accounts Administrator or similar role.
- Good knowledge of bookkeeping procedures and debt collection regulations.
- Advanced knowledge of Microsoft Excel and Word skills.
- Excellent communication and attention to detail.
- Proven analytical skills.
- Experience in financial data entry.
- Ability to think outside of the square, use initiative and find solutions.



Arinex Pty Ltd Accounts Administrator (Sydney)

- Strong team player.
- Self-driven and a driver of others.

In return, we offer the chance for you to work with a talented team, in a dynamic working environment, where you'll have the opportunity to enhance your skills and your career with an industry leader.

Benefits of working at Arinex:

- Flexible working arrangements
- Monthly and annual staff excellence awards
- IATA Airline Membership Benefits (after 6 months of employment)
- Industry rates for travel, accommodation and activities
- Paid volunteer time programs
- Internal development and promotion opportunities, including gaining experience across our ten specialist business units

Apply Now! All applications should be supported with a cover letter and a copy of your current resume, emailed to hr@arinex.com.au. Remuneration will be negotiated in line with your experience.

For an informal and confidential chat about the role or to find out more information about working at Arinex, please contact Rebecca Swanson, People and Culture Manager at hr@arinex.com.au or +61 2 9265 0724.

About Arinex

Arinex brings nearly 50 years' experience working with national and global organisations to strategically develop, plan, sell and deliver world-class events across Australia, New Zealand and a range of other Asia Pacific and European countries. We are multiple event services rolled into one; a Professional Conference Organiser (PCO), a Digital Conference Organiser (DCO) and an event technology provider.

The Arinex culture embraces a fast pace that encourages innovation and imagination. We are a culturally diverse and a creative community of industry experts. As leaders in our field we are the first Carbon Neutral Event Management Company in Australia and pride ourselves on our ability to work smart to achieve great outcomes for our clients and our staff. We believe in developing our staff to achieve their full potential whilst having fun along the way. We pride ourselves on providing a work environment that encourages a sense of identity, achievement and enjoyment.