



Junior Assistant Accountant: Sydney / New York

Technology is literally changing the world around us and yes, some people tend to focus on why that change is bad - it makes us uncomfortable; it breaks our status quo, it feeds our uncertainty - but at Orchard we choose to see it differently. Technology can make lives better. It can make businesses better, brands better and experiences better. It can be the change we want to see in the world.

Which is why we, at Orchard, rally around a single purpose: to invent better outcomes through creativity and technology. Those better outcomes can only exist in the context of people irrespective of if we label them users, customers, patients, clients or even staff.

The Opportunity

Orchard has an exciting new opportunity for a talented Junior Assistant Accountant to join our growing finance team based in beautiful Pymont.

This is a great opportunity for someone looking to take the next step in their finance career, wanting to join a forward-thinking, humble bunch who love a bit of fun and support each other's success.

The Junior Assistant Accountant will work closely with the Finance Manager to assist with two critical areas of the business - Billings & Revenue and Accounts Payable. You will be working with multiple key stakeholders to ensure our invoicing and revenue is accurate and will operate as an important asset to the agency's success.

Key Function

- Billings/Revenue Management
- Produce agency billing and invoices
- Assist Account Directors with reconciliations and understanding of invoicing
- Manage and action outcomes from monthly JCRs
- Investigate and analyse with variances and large reconciliations
- Oversee and manage database
- Assist with any enquiries and escalate when appropriate
- Record and reconcile revenue in line with company's policy, accounting and auditing standards
- Ensure and reconcile revenue against budgets and forecasts
- Ensure timely and accurate revenue is recognised on a monthly basis
- Accounts payable
- Data entry, allocation and reconciliation of supplier invoices
- Creation and execution of payment runs
- Respond to external payment enquiries
- Ensure high approval standards are met
- Manage freelancer payment and manage them through payroll
- Assist with management of outgoing cashflow



Other duties

- Debtor management
- Tax preparation
- Asset management

What you can bring

- 1 years' experience in a billings/invoicing role within advertising or service industry OR 2 years' experience in an AP role within advertising or service industry
- Excellent analytical and problem-solving skills
- Experience with agency finance systems such as Pegasus or BCC would be an advantage but not essential
- Advanced Excel skills
- Ability to work with multiple stake-holders
- Strong commercial acumen
- Show a strong commitment to the Company's core values of Collaboration, Integrity & Curiosity
- Embrace and respect the Company's community and environmental responsibilities
- Exceptional communication skills
- Proven ability of working within a team
- Excellent attention to detail
- Applicants MUST have the right to work within Australia

Above all, the successful candidate to join Orchard will be someone who has a strong work ethic driven by creative passion, positive energy and thrives on challenges, alongside a desire to grow with the company!

If you feel like this is the right job for you, would like to take your career to the next level, work in a great cultural environment that allows you to grow and enjoy work, please email your CV and contact details to jobs@orchard.com.au and we will arrange to meet you!



A little about Orchard

We offer an awesome, fun working environment full of culture and energy. We leave our egos at the door and past that door is a super cool office space filled with inspiring people and free crumpets.

We pride ourselves on our work and also our work / life balance. We're 100% committed to you, your career at Orchard and your continued professional and personal development. We offer a rich array of internal and external structured training and education courses as well as ongoing individual wellbeing support through our Employee Assistance Program.

As an agency we fuse enthusiasm, creativity and technology to Invent Better outcomes for leading International and Australian brands such as BI, Zoetis, Schwarzkopf, MSD, GSK, Electrolux, BT, Ikea and Hyundai to name a few.

Invent Better are two little words that define our big approach. It's a belief that creativity and technology are the key to winning in today's digital age, and it's a formula that challenges us to engage with our clients in a way that always pushes us that little bit further every time.

Sydney | New York

Invent Better - make a difference