



JOB DESCRIPTION: Finance and Administration

About the business and the role

Introducing MyCo; a rapidly growing business, focusing on revolutionary ideas and opportunities in the Global Food & Beverage and Health & Wellbeing sectors.

With a proven track record, we are a leading in building start-ups into established businesses, by designing strong operational frameworks for them. We are known as a first mover with a keen ability to commercialise products and build successful brands.

Located in the heart of the stylish Hawksburn Village, MyCo can be found in a converted warehouse, neighbouring great eateries, boutique shops, gyms and public transport.

The role has a primary focus in providing financial and administrative support to the small management team with a flexible and pro-active outlook and managing all aspects of day to day office administration.

This will encompass all areas of the accounting support function and will require previous experience across the board within accounts payable, accounts receivable, high level administrative duties, end of month account reconciliation and general ledger.

Key competencies and responsibilities include, but are not limited to:

- Accounts Payable/Receivable
- Payroll, Superannuation
- Bank Reconciliations, BAS
- Budget and full Financial Reporting
- Purchase Orders and inventory management
- Confidently taking and reporting meeting minutes
- Documentation and file development and management
- Administration Management including inventory, logistics, equipment and storage
- Office Management and multifaceted office support tasks
- Ensure all procedures and processes are completed Preparing communication and business correspondence, emails, agendas and reports
- Communicate with clients and key stakeholders to ensure the best possible outcome

Knowledge, skills, and personal attributes to include:

- At least 3 years minimum relevant experience
- Proficiency in accounting software MYOB
- Relevant tertiary qualifications in Finance & Accounting B.Comm (Accounting) B. Bus (Accounting)
- High personal standards
- High attention to detail
- Ability to work autonomously and support team
- Excellent polished communication and presentation
- Well-organized, positive, courteous and reliable
- Conscientious, strong work ethic, ability to work to deadlines
- Excellence in productivity and time management
- High level of professionalism and discretion
- Multitasking ability
- Resourcefulness and initiative
- Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook)

MyCo Pty Ltd

Address: 40 Errol St, Prahran VIC 3181

Phone: 1300 006 926

www.myco.net.au



The position is full time 8:30am-5:00pm. To apply, please send your resume and a letter addressing the selection criteria to vicky.pappas@myco.net.au, using the subject line: **Finance and Administration Application.**