

# Drillcube Recruitment



## Bookkeeper

- 📍 Malaga, Perth WA
- 🏢 Bookkeeping & Small Practice Accounting (Accounting)
- 🕒 Full time

### Who we are:

Drillcube is an innovative Australian-owned company setting a new benchmark in the global underground mining industry. We are led by an executive team that has more than 100 years of experience in underground mining, leading by example with a strong track record of transparency and ethical practice across the supply chain.

This is a truly unique company that has a fantastic culture and an inclusive team environment. Our company is going through an exciting growth period and require an additional team member for this permanent, full-time opportunity at Head Office, in Malaga WA.

### What we are looking for:

Working closely with the Accountant and Administration Manager, you will be a dynamic, self-motivated Bookkeeper, involved in all financial transactions across the business. Liaising with internal and external stakeholders, you will be an excellent communicator who contributes to the success of our growing business.

### Specifically, your duties will include:

- Managing accounts payable and receivable functions.
- End to end payroll processing including superannuation and tax.
- Reconciliations.
- Month end processes and reporting.
- Providing administrative support as required.

### What you'll need to succeed:

To be successful you will display:

- Minimum 5+ years' experience in bookkeeping, accounting, or related financial roles.
- Proficiency in Xero accounting software.
- PRONTO experience in accounts and payroll.
- A high level of attention to detail and accuracy.
- Highly proficient in Microsoft Office suite
- Knowledge of relevant laws and regulations in accounting, payroll, and financial reporting to ensure compliance and accuracy in financial operations.

### What's in it for you:

- Competitive remuneration package.
- Opportunities for career development within a rapidly expanding company.
- A supportive and collaborative work environment and passionate team.

At Drillcube, we are committed to maintaining an inclusive workplace that cultivates innovative thinking, teamwork and excellence. We encourage applications from candidates of all backgrounds and experiences.

Join us in shaping the future of underground mining. You can make a difference!

**We invite you to join our team at Drillcube! Please 'Apply Now' and include your resume and a cover letter.**

Due to the volume of applications received, only shortlisted candidates will be contacted. Please no agencies at this time.

### Employer questions

Your application will include the following questions:

- Which of the following statements best describes your right to work in Australia?
- How many years' experience do you have as a bookkeeper?
- How many years of payroll experience do you have?

**If you are interested in this position please attach your resume in the application.**

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