

COMPANY PROFILE

At VoxSmart we are the leading authority in mobile communication capture across voice recording, SMS and IM. Our people are innovative and technically driven by a passion to deliver world class software and service, to digitally transform the way financial markets utilise their mobile phones.

We hire our people and have built our product, policies and processes around five key business values: Resiliency, responsibly, collaboration, respect and passion. These are the pillars of what makes VoxSmart a great place to work.

We are looking for an experienced financial controller to undertake all aspects of financial management, including corporate accounting, regulatory and financial reporting, budget and forecast preparation, as well as development of internal control policies and procedures.

You will report to the CEO and be supported by an accounts assistant.

KEY RESPONSIBILITIES

- Manage all accounting operations including Billing, Accounts Receivable and Payable, General Ledger and Cost Accounting, Payroll and Revenue Recognition
- Coordinate and direct the preparation of the budget and financial forecasts and report variances
- Prepare and publish timely monthly financial statements
- Support month-end and year-end close processes
- File VAT returns on a timely basis and liaise with reporting accountants on the preparation and filing of any relevant R&D tax credits and related Tax filings.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Offering professional judgement on financial matters and advising on ways of improving business performance
- Advising on the financial implications and consequences of business decisions
- Interpreting and communicating financial data to non-financial managers
- Liaising with other function managers to put the finances and accounts in context
- Implementing corporate governance procedures, risk management and internal controls

REQUIREMENTS

- Proven working experience as a Financial controller with extensive experience of using Xero
- Graduate with a numerical degree
- Qualified ACCA/CIMA within the last 3 years
- Thorough knowledge of accounting principles and procedures
- Experience with creating financial statements from Trial Balance
- Experience with general ledger functions and the month-end/year end close process
- Excellent accounting software user and administration skills
- Excellent communicator
- Project management
- Proven ability of working under pressure;
- Strong IT skills

YOU'LL BE A GREAT FIT FOR VOXSMART

- You love being a part of a growing, dynamic, and agile team that encourages you to learn and develop
- You have a drive for continuous improvement
- You are both creative and analytical with skills in lateral thinking and logical reasoning
- You love finding solutions to interesting problems
- You are passionate about using your experience and expertise to inspire the team
- You welcome having autonomy with complex tasks

In return for your time, energy and willingness to contribute across areas, VoxSmart will offer a fast-moving start-up style environment, a competitive salary and lots of opportunities for learning and training on these and other technologies.