

Bookkeeper / Finance & Administration Assistant

Employment: Casual, approximately 1-2 days/week initially

Rate: \$35-\$45/hr + super

Business: Gracewood Landscapes

Role Overview

Gracewood Landscapes is seeking an experienced and organised Bookkeeper / Finance & Administration Assistant to manage the day-to-day financial administration of our growing landscape construction and maintenance business.

The role is intended to take ownership of routine financial administration, maintain accurate and up-to-date records, and provide clear financial information to the business owner.

Key Responsibilities

- Accounts payable - process and code supplier invoices and prepare weekly payment runs
- Accounts receivable - raise invoices, issue statements and follow up outstanding accounts
- Bank and credit card reconciliation
- Payroll preparation, timesheet checking and payroll administration
- Allocate labour, supplier invoices and expenses to individual projects
- Maintain accurate records within Xero
- Supplier account reconciliation and management
- Maintain employee, subcontractor and supplier records
- Assist with purchase orders and project administration
- Maintain insurance, licence and compliance documentation
- Provide a simple weekly cash-flow/AP/AR summary
- Assist with general business administration as required

About You

We are looking for someone who is highly organised, accurate and comfortable taking ownership of their responsibilities with minimal supervision.

Previous bookkeeping experience and strong Xero skills are preferred. Experience working with construction, trades, landscaping or another project-based business would be highly regarded.

The role will initially be approximately one day per week, with the opportunity for hours and responsibilities to increase as Gracewood grows.