

OPPORTUNITY: PART TIME Office and Finance Assistant

LOCATION: Melbourne, Australia

LIFE AT DYNAMO

Dynamo is an actuarial consultancy and software provider, established in 2012, in London. We are now a team of more than 50 employees across the UK, France, South Africa, Norway and Australia.

There are two key components to the business; our consulting team advises our clients on actuarial, financial and statistical modelling, and our software team continues to develop our innovative enterprise modelling platform, Psicle. This allows us to provide our clients a unique and complementary offering of a software solution and actuarial advice, and our teams work closely together across geographies to deliver these.

Being a close-knit team allows everyone to have a truly meaningful role, with the opportunity to add real value to both our clients and our growing business. Our team tell us that our people, their talent, expertise, collaboration and the work itself, is what makes Dynamo a rewarding and enjoyable place to be.

THE OPPORTUNITY

We're looking for an organised, details conscious, people centric and experienced office and finance assistant to support our Melbourne team. If you are a self-starter who understands the importance of people, culture and a great work environment we would love to hear from you.

Ideally you will have experience across bookkeeping, payroll, expenses and HR administration, as well as the organisation of internal events and secretarial support.

This is an exciting opportunity to be part of a great team, develop your skills and become a key member of a growing international business.

This is a part time role of 20 to 24 hours a week.

SKILLS, EXPERIENCE AND ATTRIBUTES

- Proven experience in a similar role, supporting busy, highly numerate individuals
- Attention to detail and able to be a self-starter, pre-empting the administrative needs of the business
- Understanding of accounting and/or bookkeeping, and a familiarity with taxation matters relevant to small-to-medium size companies
- Understanding or experience of preparing payroll
- Experience in supporting employment related matters, particularly letters, onboarding and induction
- An interest in employee wellbeing and development

REQUIRED QUALIFICATIONS

- A business-related degree or bookkeeping qualification
- Short course in Human Resources processes, would be desirable but not essential

KEY RESPONSIBILITIES

1. Finance and invoicing (in Xero):
 - i. Compilation of monthly payroll exception reports for accountants
 - ii. Monthly compilation of supplier bills and expenses payments
 - iii. Monthly compilation of employee out of pocket expenses
 - iv. Monthly client invoicing

- v. Reconciliation of banking
 - vi. BAS return preparation
 - vii. Student study costs tracking
2. Office support and administration:
- i. Meet and greet
 - ii. Manage office mailbox and telephone enquires
 - iii. Provision of office refreshments
 - iv. Health and Safety
 - v. Equipment (furniture, stationery)
 - vi. Equipment (IT supplier relationship)
 - vii. Facilities Management liaison
 - viii. Diary and meeting management
 - ix. Filing of company compliance documentation
 - x. Formatting of reports, information packs or presentations for clients
 - xi. Support business tenders – documentation compilation
 - xii. Travel bookings
3. Supporting HR Activities:
- i. HR Administration – letters, updates to HR system of changes and exceptions (linking to payroll)
 - ii. Recruitment – posting of job adverts and interview coordination
 - iii. Onboarding (point of contact, screening, equipment)
 - iv. Induction scheduling
 - v. Offboarding (leaver process)

TEAM FIT FOR ALL

Our values are simple: Expertise, Entrepreneurialism, Selflessness, Heroism and “#ClientLove”. These basic attributes add up to create a driven, motivated and engaged team. We don’t have a typical ‘Dynamite’ type, and having an identikit team is not what we aspire to. However, there are a few things we do have in common:

- We value having deep expertise and broad knowledge of an area, and rely on our collective expertise to add value to our clients.
- #ClientLove instantly resonates with every one of us in the team, and we each strive to deliver the best possible experience for each client.
- We all want to be a part of something disruptive and new, and want to add our knowledge and skills to shape the way.
- Working with others is our preferred style of getting things done; we’re a tightly knit team and help each other constantly, we recognise the uniqueness of all, which combined, together, is what enables exceptional delivery.
- We’re self-starters through and through.
- #EmployeeLove, our people are deeply humble humans, that together achieve outstanding success.
- We value drive and tenacity, for the things our people are passionate about – we call this the Dynamo “Spark”.

HOW TO APPLY

If you feel that you could be a good fit for our team, please send your CV and a cover letter to careers@dyna-mo.com by 22 November 2021.

Recruitment is a two-way process, so we'd love to know what you are looking for and why this could be the place for you.

We are planning to conduct interviews during early morning slots in the week commencing 29 November 2021.

We are ideally targeting a start date for this role of 10 January 2022.