



We are hiring

Would you like to be part of our dynamic, global and growing team? South Pole Group is an energetic, global company offering comprehensive sustainability solutions and services. With offices spanning all six continents, we strive to create a sustainable society and economy that positively impacts our climate, ecosystems and communities. With our solutions we inspire and enable our customers to create value from sustainability-related activities.

To further promote environmentally and socially responsible practices, we are currently looking to recruit a highly motivated and dedicated

Finance and Administration Manager (100%) based in Sydney, Australia

In this challenging and exciting position you will be located in our office in Sydney. With the overall responsibility for the local finance and administration you will run the accounts and establish and maintain the monthly financial reporting to our headquarters in Zurich. In addition to this you will team up with our Australia based team of Key Account Managers and Operations Managers establishing internal processes to allow our operations to serve South Pole Group (SPG) clients' needs.

Tasks and responsibilities

Finance, accounting and payroll (70%)

- Ensure the quality and maintenance of the financial accounts of our local company according to Australian standards
- Prepare and report the monthly financial statements to SPG headquarters
- Coordinate and complete tax and other relevant declarations as per Australian requirements
- Create and establish financial and administration processes and procedures to satisfy local business needs
- Be responsible for Australian payroll including all necessary local declarations/deductions
- Act as the key local contact person in Australia for the Sydney office members and the rest of SPG offices around the globe

Sales support and office management (30%)

- Administer post sale and client follow up
- Facilitate local administration and ad hoc administrative support
- Liaise with suppliers and providers to ensure efficient office operations
- Organise local events/activities in the office as required by colleagues

Your profile

- Graduated or currently studying towards Chartered Public Accountant
- 1-2 years of experience in comparable position, preferably in an international context
- High-energy, flexible and responsive work style; ability to work in a fast-paced environment
- Excellent communication and interpersonal skills, with the ability to communicate effectively with individuals and



groups at various organisational levels

- Efficient planning and priority setting
- Decision making support and ability to take own decisions
- Ability to work well independently and also as a key part of growing team
- Results focused approach
- Advanced computer skills particularly in Microsoft Excel
- Fluency in written and spoken English
- Australian nationality or holder of a valid work permit is a must

We offer

- Be part of a growing and multicultural company with a real purpose
- Excellent team spirit; work with dedicated and enthusiastic people
- Working autonomously as well as within an international team

Please apply

If you are interested in joining a young and international team looking to make a difference to the world we would be happy to hear from you! Please send your cover letter and CV directly through our [website](#).