

Senior Accountant – Open Position

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Tensis is an Australian SaaS provider in the document automation space. We have a large presence in the Australian legal industry and ambitions to take our product global and into new industries.

The Senior Accountant will oversee the financial and management reporting of the Tensis Group of Companies working closely with the CFO, senior management team and external stakeholders. The ideal candidate will have experience in the start-up/scale-up business environment and fund raising/capital management.

Job Description:

- **Job Title:** Finance Manager / Senior Accountant
- **Department:** Finance
- **Reports To:** Chief Financial Officer
- **Location:** Sydney / Hybrid
- **Job Type:** Full-time

Key Responsibilities:

- Overseeing and managing all aspects of the finance department
- Oversight of the month- end process including ensuring completion of the general ledgers and balance sheet reconciliations and production of the P & L statements
- Preparation of yearly budget & quarterly forecast
- Completion of variance analysis to budget and forecast
- Providing monthly commentary and strategic insight around the company performance to the management and board
- Monthly Cashflow
- Fund raising coordination
- Preparing the annual statutory accounts (working closely with external accountants)
- Review and approval taxation returns including, BAS, FBT, GST, Payroll tax and R & D
- Management of the financials systems (inc Xero, Stripe etc)
- Providing financial advice to management regarding initiatives to improve the company's financial performance (Inc M & A)
- Management of company secretarial responsibilities with our external accountants to ensure the share register and option registers are accurate (ASIC & Cake software)
- Management of AP / AR / GL / payroll via the outsourcing service (1st Class Accounting)
- Work with board to create financial appropriate metrics / reporting and structure as the business grows verticals and geographies

Qualifications:

- Bachelor's degree in commerce or business
- Minimum 5 + years of accounting experience
- Staff management experience
- Strong financial reporting and tax
- Excellent communication and collaboration abilities
- Organized and detail-oriented, capable of managing multiple projects in a dynamic environment
- Advance computer software skills, including Excel and other packages
- Professional accounting qualifications such as CPA or CA