

Immutep is hiring:

Assistant Accountant

Immutep is a globally active biotechnology company that is a leader in the development of LAG-3 related immunotherapeutic products for the treatment of cancer and autoimmune disease. Immutep is dedicated to leveraging its technology and expertise to bring innovative treatment options to market for patients and to maximize value to shareholders. Immutep is listed on the Australian Securities Exchange (IMM), and on the NASDAQ (IMMP) in the United States with offices in Australia, Germany and France. We are looking for an Assistant Accountant to be based in our Sydney office.

Job Duties and Responsibilities:

- Accounts Payable
- Monitoring finance department email inbox
- Monthly bank and Company credit card reconciliation
- Reconcile balance sheet accounts monthly and resolve any issue
- Reconcile intercompany accounts
- Assist with monthly payroll processing
- Assist with the month end processing and annual audit/half yearly review
- Other accounts and administration tasks as requested

Skills and Attributes:

- Tertiary education (or towards completion) in accounting/finance
- Experienced in Accounts Payables
- Experienced in Account Reconciliations in multiple currencies
- Excellent written and oral communication skills
- Self-motivated, with a positive mindset, who listens and works well within a team environment
- High level of accuracy and attention to detail.
- Intermediate Microsoft Office application skills particularly with Excel including formulas (vlookup, sumifs etc) and pivot table
- Minimum 2 years' experience in accounting
- Knowledge of NetSuite would be advantageous but not necessary

Expected start date:

- As soon as possible

Please note only short listed applicants will be contacted.

This is a permanent, full time position. Located in the Sydney CBD with the ability to work flexibly remotely for the right candidate. If you are interested in this challenging career opportunity, please submit your CV and application letter via Seek or email any queries to hr-australia@immutep.com