

## Accounts & HR Assistant

Department: Accounting/HR

Reports to: Accounting Manager & Head of People & Culture

Location: Melbourne Employment Type: Full-time

Working Hours: Monday to Friday, as agreed during standard business hours 6 AM – 6 PM AEST

### About Us

50 Degrees North is an independently owned travel company specialising in planning and organising complete travel experiences across the Nordic countries. Our team's diverse backgrounds and experiences contribute to a deep understanding of the region, ensuring our clients receive authentic insights and genuine recommendations for their journey, all infused with our passion for the Nordics.

As a certified B Corp, we adhere to high social and environmental responsibility standards - joining our team means actively participating in our mission to make a positive impact on the world while doing what we love.

Our company culture is built on respect, collaboration, and a shared love for travel and the Nordics. We pride ourselves on fostering an inclusive and supportive work environment where every team member's voice is valued. Our office space reflects this ethos and is designed to be open, welcoming, and conducive to creativity and teamwork. With regular team events, wellness initiatives, and opportunities for professional growth, working at 50 Degrees North is not just a job - it's a chance to be part of a close-knit community passionate about making a difference.

### Position Purpose

The Accounts and HR Assistant supports both the finance and human resources teams. This role involves processing financial transactions, maintaining records, and assisting with day-to-day accounting functions, as well as supporting HR operations, including recruitment, onboarding, employee engagement, and administrative tasks. It is ideal for an entry-level professional looking to develop a career in both accounting and HR within a team-oriented environment.

## **Key Responsibilities: Accounts**

### **1. Accounts Payable**

- Assist in processing supplier invoices related to client transactions.
- Ensure all invoices are accurately logged and filed for future reference.
- Support in verifying and recording supplier invoices in the accounting system.
- Assist with the preparation of payments to suppliers and vendors.

### **2. Accounts Receivable**

- Process client and agent payments and refunds as directed by the finance team.
- Reconcile payment records and ensure they are updated in the financial system.

### **3. Data Entry and Record Maintenance**

- Maintain organised and accurate financial records, ensuring all transactions are properly documented.
- Assist with the input of financial data into the accounting system, ensuring completeness and accuracy.
- Support the team in ensuring timely updates of financial information.

### **4. Assisting with Month-End Procedures**

- Support the finance team with routine month-end and year-end tasks, such as reconciling accounts.
- Assist in preparing financial reports for review, as well as other general admin duties.

### **5. Team Collaboration**

- Collaborate with the finance and admin teams to support smooth financial operations.
- Participate in team meetings, providing support where needed.
- Learn and adapt to new financial tools and procedures as required.

## **Key Responsibilities: HR**

### **6. Recruitment & Onboarding**

Support hiring activities including posting job ads, scheduling interviews, and coordinating onboarding logistics. Prepare orientation materials and ensure completion of documentation.

### **7. Culture & Engagement**

Assist with organising internal events, wellness initiatives, and employee engagement activities. Provide support with internal communications and feedback surveys.

### **8. HR Administration**

Maintain accurate employee records and assist with updates to HR policies, procedures, and compliance requirements. Ensure confidentiality in handling sensitive information.

### **9. Learning & Development Support**

Help coordinate training and development sessions, including scheduling, materials, and tracking attendance/completion.

#### **10. Performance & People Support**

Provide administrative assistance during performance review cycles, including templates, feedback collection, and follow-up tracking. Support the Head of People & Culture with ad-hoc projects.

## Skills and Qualifications

- Basic understanding of accounting principles.
- Strong attention to detail and accuracy in data entry (for financial data and HR records)
- Good organisational skills and the ability to prioritise tasks.
- Proficiency in Microsoft Office Suite (especially Excel).
- Willingness to learn and develop within the role.
- Good communication and interpersonal skills.
- Advanced Diploma or higher qualifications
- Willingness to learn and grow in both HR and finance areas

## Preferred Qualifications

- Relevant coursework or certification in accounting or finance (minimum requirement: Diploma of Accounting) or experience in either accounting or HR support roles.
- Previous experience in an accounting position.
- Familiarity with accounting software is a plus but not required.

## Why Work with Us

- We offer competitive salaries, along with sales incentives and profit-sharing opportunities.
- We provide opportunities for promotions, training, and development, with financial support for professional growth.
- Access to our on-site fitness facilities helps promote a healthy work-life balance.
- Employees receive 1 paid day for volunteer work, and we host regular events to build a sense of belonging.
- Our hybrid work setup offers flexibility, and we hold weekly team lunches to foster connection and teamwork.
- We encourage a culture of innovation where employees feel valued and are supported in bringing new ideas to the table.

## APPLICATIONS

Please submit your updated resume and a cover letter highlighting your experience within Nordic travel.

Email your application to: [careers@fiftydegreesnorth.com](mailto:careers@fiftydegreesnorth.com)

Kindly note that we do not accept phone calls inquiring about the position. All applications should be submitted through the specified application process.