

# LEONARD JOEL

Est 1919

**Position: General Manager – Finance**

**Reporting to: CEO**

**Direct reports: Vendor Accounts Manager, Finance Assistant**

**Location: Melbourne**

**Role type: Full time**

## **About Leonard Joel:**

Established in 1919, Leonard Joel is Australia's premier auction house; a marketplace for the rare, the beautiful and the extraordinary.

Leonard Joel offers specialist expertise and regular, curated auctions in Important Jewels, Fine Jewels & Timepieces, Fine Art, Decorative Arts, Asian Works of Art, Modern Design, Prints & Multiples, Luxury and more.

To learn more, refer to our website: <https://www.leonardjoel.com.au/>

## **The Role:**

The General Manager - Finance role is "hands on" and will play a pivotal part in helping the business thrive. Taking responsibility for the full gamut of accounting activities, ensuring they are executed efficiently and accurately, the incumbent will provide sound financial information upon which Leonard Joel are able to pursue future growth opportunities.

## **Responsibilities:**

- Lead a small Finance team
- Oversee AR and AP and vendor settlements
- Manage cash flow
- Responsible for balance sheet and P&L
- BAS preparation
- Manage payroll, superannuation, FBT and payroll tax
- Prepare annual budgets in collaboration with key stakeholders
- Financial advisor to heads of departments
- Prepare financial reports (monthly /quarterly/ annually)
- Liaise with external parties e.g. insurance provider, banks, etc.
- Manage IT and systems implementations in consultant with external IT consultant

## **Qualifications, Skills & Experience**

### **Formal Qualifications:**

- **Bachelor in Commerce** majoring in **Accounting/Finance**.
- **CPA/CA** qualification.

### **Skills:**

- Essential for this role is a "hands on" approach - willing to roll your sleeves up and get involved in the business
- An active collaborator and relationship builder
- Analytical, with a methodical approach
- Capable of taking ownership of the role with minimal "day to day" oversight required.
- Strong organisation skills, with the capacity to prioritise and be flexible, coupled with the ability to meet deadlines
- Solid communication skills, written and verbal
- A confident presenter of complex information

**Experience:**

- 5+ years' experience in a similar role, preferably in a retail environment with Ecommerce exposure.
- Sound skills in transactional accounting activities (MYOB).
- BAS preparation.
- Payroll and superannuation compliance
- Budget preparation and monitoring
- Proficient in the preparation of accurate and timely financial reports

**What is on Offer:**

- Opportunity for a hands-on accountant to use the full scope of the accounting skills they have built across their career, in a role where they have visibility and input into key business decisions.
- Collaborative culture with a strong connection to the wider business.

Please apply to [careers@leonardjoel.com.au](mailto:careers@leonardjoel.com.au) with your CV and a cover letter outlining why you believe you would be right for the role. Please note only successful applicants will be contacted on next steps.

**leonardjoel.com.au**

**Melbourne** Head Office  
333 Malvern Road  
South Yarra VIC 3141 Australia  
t. 03 9826 4333 f. 03 9826 4544

**Sydney**  
The Bond, 36-40 Queen Street  
Woollahra NSW 2025 Australia  
t. 02 9362 9045 f. 03 9826 4544

**Brisbane**  
201 Latrobe Terrace  
Paddington QLD 4064 Australia  
t. 0412 997 080 f. 03 9826 4544

**Contact**  
[info@leonardjoel.com.au](mailto:info@leonardjoel.com.au)  
PO Box 481 Prahran VIC 3181 Australia  
Leonard Joel Pty Ltd ABN 27 136 908 597