

- Role:** Office Manager (Bookkeeping experience looked upon favourably)
- Employment Basis:** Full-Time or 5-day Part-Time
- Location:** James Street, New Farm
- Remuneration:** Competitive Package with Attractive Benefits (Final package determined based on experience.)
- Start Date:** Flexible – Mid-September 2020 deadline

Are you ready for a move to James Street in New Farm? Located only a few minutes walk to the river, New Farm Park, the Brisbane Powerhouse and all that James Street has to offer, our office provides a relaxed atmosphere to further your career. All this and with plenty of free on-street car parking. It's time to escape the CBD!

Our Firm

Davis Accounting & Wealth Management was established in 1984 as a full-service accounting, tax, business and financial advisory firm. With a small team we are almost like family and we provide our clients with the highest level of hands on service. We are proudly local, do not outsource work to contractors or overseas offices and our clients value our long-term relationships and the bespoke service we provide.

The Role

Responsibilities will include:

- Client liaison duties, acting as the first point of call for all client interactions
- General office management duties including diary management and meeting room management
- Maintaining and developing office processes and procedures
- Filing, photocopying, scanning and other general administrative duties
- Administration and management of the ASIC Registered Agent platform including attention to Annual Returns as well as completion and filing of ASIC forms
- Correspondence with the Australian Tax Office using the Online Services for Agents
- Collation of financial accounts, income tax returns and IAS/BAS
- Attention to tasks at Australia Post and bank branches
- As a small firm we all pitch in for routine tasks and you won't have a problem getting involved with office housekeeping, including tea and coffee preparation for team members and clients

The Successful Candidate

To be successful in this role you will be a self-starter and have a focus on attention to detail. Happy to work autonomously when required, you will seek to take on a level of responsibility that will allow you to demonstrate your broad skill base.

You will enjoy variety in your work and will seek to be involved in client engagements that provide diverse challenges. In addressing these challenges you will be thoughtful in your manner and considerate towards all client engagements and the issues that they face.

Specifically, the successful applicant will have:

- A reliable, confident and responsible attitude to work whereby you will take care in all work product and responsibility for your assignments
- At least three years prior experience in a small to mid-size accounting firm covering all aspects of the responsibilities outlined as part of The Role
- Strong organisational skills and attention to detail
- Advanced understanding of MYOB AE software including:
 - Management of client database and details
 - Exceptional skills in Document Production (PDF Manager and Document Manager) and Intranet for forms and templates including maintaining firm master templates for client correspondence
 - Collation of tax returns and financial statements
 - Ownership of the lodgement manager system
 - Ability to control client work flows through Job Manager
 - Preparation of client invoices
- Strong Microsoft Word & Excel skills
- Experience with Online Services for Agents with the Australian Taxation Office and in retrieving and lodging documentation and corresponding with the ATO
- Experience with Online Services for Registered Agents with Australian Securities and Investment Commission and with maintaining company registers, ensuring details are kept up to date and reported correctly

Applicants with either experience in, or a desire to gain experience in, the following would be highly regarded:

- Transaction processing in MYOB and Xero accounting suites
- Transaction processing in Class Super
- Income Tax Return data entry and basic preparation for individuals, partnerships, trusts and companies
- Researching technical tax topics and Corporations Act topics

What's Offered

Davis Accounting & Wealth Management offers highly competitive salary packages which may include:

- Base salary plus superannuation
- Performance bonus
- Further education and training costs funding contribution and paid study leave
- A level of flexible work arrangements
- Gym or health club membership contribution and
- Optional annual health assessment and diet consultation

The Recruitment Process

If you would like to be considered for this role, please send application to:

hr@davisaccountingandwealth.com.au

If your application is successful in progressing, you will be invited for an interview to be followed by a live test on our software suite in order to demonstrate your level of competence in the required skills.