

## Personal Assistant (Accounting)

Full-time Position

Bentley Brett & Vincent is a taxation, superannuation and financial consulting firm who pride themselves on a high standard of *excellence*.

We are seeking a motivated and highly disciplined Personal Assistant to join our team. This is a full-time role, and requires carrying out the administrative duties to support a team of accountants. The successful applicant will be immaculately presented, honest, hardworking and ethical.

It would be desirable for the applicant to have:

- Experience in an accounting firm or similar professional service environment
- A general understanding of taxation, GST and ASIC compliance
- A knowledge of HandiSoft and BGL software

The applicant must be able to exhibit the following essential criteria:

- A high level of organisational and prioritisation skills
- A high level of customer service delivery
- A confident and positive demeanour
- The ability to deal with pressure and deadlines in a calm and composed manner
- A strong understanding of the use of technology in an office environment
- Proficient in the use of Microsoft Word and Excel

The happiness and stability of our team are of paramount importance, and as a result we choose our people very carefully.

A job specification for the role is attached for you to review. Upon doing so, if you believe you satisfy the essential criteria for the role, forward your resume with a letter of application addressing the essential criteria to:

The Practice Manager  
mycareer@bbv.com.au  
PO Box 1122  
COFFS HARBOUR NSW 2450

Applications will be accepted by email or post until **5pm Friday 9<sup>th</sup> July 2010**

### DIRECTORS

David Brett CPA  
Veronica Bruce CPA


Liability limited by a scheme  
approved under Professional  
Standards Legislation.


*Accountants + Financial Consultants*

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[www.bbv.com.au](http://www.bbv.com.au)

## Job specification – Personal Assistant (Accounting)

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### Position Classification

- To gain a sound understanding of taxation accounting, including BAS and IAS, ASIC and Income Tax Returns
- Ability to cope and perform efficiently and accurately under pressure of deadlines
- To gain knowledge of HandiSoft and in particular HandiTax and HandiRegister/BGL CAS

### General description

To support your accounting team in all areas including input, production, administration and lodgement of tax return documents, GST documents and ASIC documents for jobs within your team and the Firm.

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**Reports to:** Practice Manager

**Responsible for:** Nil

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### Specific duties:

1. Inputting tax returns into HandiTax when required.
2. Preparation and compilation of tax return documents for client including accompanying documents such as minutes, letters, etc.
3. Registering Tax & GST jobs as they come into the office
4. Input activity statements into HandiTax
5. Responsible for lodgement of all documents via ELS to the ATO
6. Responsible for preparation and lodgement of all documents to ASIC
7. Registering of events and Jobflow on the practice management system.
8. Entering into correspondence with clients, Senior / Client Managers, Accountants, Assistant Accountants and the ATO both verbally and in writing regarding queries
9. Monitor numbers of jobs in office versus total jobs to be lodged under the supervision of the Practice Manager
10. Contact clients with instructions and amounts from completed activity statements and organise signing and payments

11. Co-ordinate bulk mail-out to GST clients each quarter indicating to bring records in
12. Monitor lodgement due dates and percentages under the supervision of the Practice Manager
13. Carry out a weekly reporting process to inform accounting team of status of work in progress
14. Represent and promote the Firm.
15. Support other team members and to promote a positive team environment.

**Desired Outcomes**

- Ensure all jobs are lodged by ATO and ASIC deadlines
- Ensure all jobs are input and out for signing in a timely fashion
- Accuracy of information given to ATO, ASIC and clients whilst maintaining efficiency
- Assist in the achievement of workflow turnaround time of 4 weeks for all taxation clients
- Job satisfaction