

## **Administration & Accounts Assistant/Client Services**

### **Full-time Position**

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

We are seeking an administration assistant with bookkeeping experience to join our team. This is a full-time role and remuneration will be in accordance with the Clerks – Private Sector Award 2010.

The position will initially involve training in the Client Services role, before assisting the Office Manager in the performance of their duties.

It is essential for the applicant to have:

- Bookkeeping experience including accounts receivable/payable, payroll and bank reconciliations.
- A sound knowledge of GST and the completion of BAS/IAS's.
- A good level of understanding and proficiency in using Xero, however consideration will also be given to applicants proficient with MYOB.
- Proficiency in the use of Microsoft Office, particularly Word and Excel.

It would be desirable for the applicant to have knowledge or experience with:

- Sage Handisoft Accounting practice software.
- BGL CAS, or similar corporate secretarial software.

The applicant must also be able to exhibit the following:

- A high level of organisational and prioritisation skills.
- Meticulous attention to detail.
- The ability to work as part of a team.
- 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.

A job specification for the role is attached for you to review. If you believe you satisfy the criteria for the role, please forward your resume (either via email or mail) with a letter of application addressing the essential and desirable criteria to the address below. Applications close Friday 15<sup>th</sup> of February.

The Practice Manager  
[dbrett@bbv.com.au](mailto:dbrett@bbv.com.au)  
PO Box 1122  
COFFS HARBOUR NSW 2450

#### **DIRECTORS**

David Brett CPA  
Veronica Bruce CPA

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# Job specification – Admin & Accounts Assistant/Client Services

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## Position Requirements

- Assist with administration of accounts.
- Assist with general office administration.
- Assist with client services.

## Knowledge Requirements

- Bookkeeping experience including accounts receivable/payable, payroll and bank reconciliations.
- Sound knowledge of GST and the completion of BAS/IAS's.
- Proficiency in the use of XERO &/or MYOB accounting software.
- Proficiency in the use of Microsoft Office, particularly Word & Excel.

## General description

To assist with the general administrative functions of the Firm, including payroll and accounts, and to provide a supporting role to the Office Manager. To provide support to the Client Services Team as required.

**Reports to:** Office Manager

**Responsible for:** Not responsible for any other team members

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## Duties – Accounts:

1. Process and pay creditors.
2. Process and pay wages and employee superannuation.
3. Receipt direct deposits to Practice software.
4. Input data into Xero from Practice software.
5. Reconcile Xero receipts & debtors with Practice software.
6. Bank reconciliations.
7. Petty cash reconciliations.
8. Produce month end financial reports using Xero and Excel.

9. Prepare and complete BAS/IAS's for the Practice.
10. Debtor collection.
11. Trust account processing and reconciliations.
12. Document office procedures where applicable and appropriate.

**Duties – General Administration:**

13. To assist with management of compliance with ATO lodgement due dates.
14. Assist with Practice software database management.
15. Prepare weekly reporting spreadsheet for WIP, debtors and invoicing.
16. Manage Vision 6 database and mail outs.
17. Assist and trouble shoot issues with using ATO systems.
18. Assist with maintenance and trouble shooting with office equipment.
19. Assist with maintenance and trouble shooting for all computer software and hardware issues.
20. Assist with organisation of office repairs and maintenance issues.

**Duties – Client Services:**

21. Compilation of tax return documents for clients including accompanying documents such as minutes, letters, etc.
22. Registering Tax & GST jobs into the Practice management system as they come into the office.
23. Input activity statements into HandiTax.
24. Responsible for lodgement of all documents to the ATO within required timeframes.
25. Responsible for preparation and lodgement of all documents to ASIC within required timeframes.
26. Recording of all correspondence and dealings in the Practice management system.
27. Entering into correspondence with clients, Accountants, and the ATO, both verbally and in writing, as required.
28. Contact clients with instructions for signing documents and payment of tax liabilities.
29. Monitor client lodgement due dates.
30. Weekly workflow reporting to accountants from Practice management system.