

CLIENT SERVICES ADMINISTRATOR – ACCOUNTING PRACTICE

Please Note - You must have previous Administration experience ideally with Public Practice Accounting industry background

If you're an innovative, friendly, passionate and professional ADMINISTRATOR who...

-  Is a self-starter and sees organisation as paramount to ensure the smooth running of the business support function
-  Would love to be part of a dynamic and motivated team
-  Is eager to work 15 minutes from the CBD in a suburban practice with a big city outlook

.... Then contact us immediately because we want to hear from you!

Matthews Steer is one of the North West's largest and fastest growing professional accounting services practice and a competitive alternative to a 2nd tier CA firm. We have a team of over 50 people making up our dynamic and energetic work culture. We have the resources, training and technology of a global firm so can offer you a high level of professional development.

The successful candidate will work with a team of administrators and provide support to a busy accounting team whose core function is to provide Tax, Business Advisory & Private Wealth services to a large client base.

To be considered for this role, you will have a minimum of three years' experience as an administrator in the accounting profession and be able to demonstrate:

-  Your ability to support fellow colleagues with all administrative tasks that relate to a busy accounting firm, including but not limited to;
 -  Collation of financial statements and tax returns and preparation of associated letters and invoices using various software & document management systems
 -  Manage incoming / outgoing telephone enquiries – ATO, ASIC, clients etc.
 -  Ongoing maintenance of client data
 -  Corporate Secretarial management using CAS 360
 -  Formation of new business structures such as companies, trusts and SMSFs
 -  Administer on boarding and exiting clients.
 -  [Process improvement project work](#)
 -  Reception relief
-  Your strong IT skills with advanced MS Office and database management knowledge and extensive understanding of the future impact of technology and look for technological solutions to repetitive tasks

If you think you fit the mould and are looking to expand on your career, get your application in quick.

To apply for this position, please visit our careers page and complete the online application including your CV & cover letter <https://www.matthewssteer.com.au/careers/careers-at-matthews-steer>

[Natalie Neilson](#)
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