

Client Services Part time Position

MBT is a successful and energetic firm specialising in the areas of Chartered Accounting, Financial Planning and Finance Solutions. We have a young team that has one goal in mind and that is to provide exceptional client experience.

We are seeking an intelligent, dynamic and enthusiastic applicant who has plenty of initiative and motivation. The position is required four (4) days a week and reporting to two (2) Accounting Teams. Whilst prior experience would be of an advantage it is not necessary.

The successful applicant needs to have:

- Attention to detail and accuracy
- Extreme client focus
- to produce work of a high standard
- Ability to meet deadlines and task management
- And be career minded

Key responsibilities are:

- Preparation and administration of client financial statements and documents
- Data entry – Inputting, checking and collating of various ATO documents
- Updating practice management details and corporate secretarial matters on a regular basis
- Lodgement control with ASIC and ATO
- Support to the Receptionist and assume duties of the Receptionist in their absence, which includes answering incoming telephone calls and forwarding calls and messages to the appropriate recipients
- Secretarial and administration duties for team and directors

The successful applicant will work in a friendly team environment in modern offices located at St Leonards and close to all transport. The position offers a great environment to gain experience, and to further your career in Chartered Accounting.

If you would like to take advantage of this opportunity please complete the online application at www.countplusmbt.com.au Home> about us> careers