



### **Experienced Part Time Bookkeeper Required**

Working with Aegis Business Services you will work with micro, small and medium sized businesses. You will enjoy variety across various software platforms and client industries. Our office culture is relaxed, and we embrace flexibility around our working hours. We aim to provide weekly training sessions and organise team building events during the year.

Aegis Business Services is a progressive, growing, 7 years young business with 9 employees. We are a cloud based accounting and bookkeeping firm located in Redland City, with our work area overlooking a nature reserve.

We are located, close to shops and cafes, we are also walking distance from a train station, and have ample onsite parking.

Due to our valued clients repeatedly referring us to others, we require another experienced bookkeeper based at our office in Birkdale. The position is flexible part time Monday to Friday (25-35 hours per week). Remuneration will be above award but will depend on individual experience.

To be successful in this role, you will need the following:

#### **Essential:**

- Minimum Certificate IV in Bookkeeping (proof will be required)
- Minimum 3 years proven bookkeeping experience
- Proven track record working on multiple clients
- Solid working knowledge of Xero
- Intermediate level of MS Excel spreadsheets
- A sound understanding of GST treatment
- Computer savvy
- High level attention to detail
- A positive attitude, high degree of initiative, motivation and problem-solving ability
- Quick thinker
- Non-Smoker

#### **Desirable:**

- Experience working on rescues and conversions
- Experience using MYOB
- Payroll processing, including PAYGW and superannuation
- Client set ups and preparing year end entries
- Preparation of client BAS/IAS
- Intermediate level of MS Word and MS Outlook
- Strong organisational / time management skills
- A mature approach with the ability to work independently

This is not a transitional position; we are looking for a long-term applicant so aspiring accountants or people looking for supervised BAS agent work need not apply.

#### **In your cover letter or video please include:**

1. A brief summary of your bookkeeping skills
2. Your remuneration expectations
3. Potential start date

4. Your current work visa or permanent residence status in Australia

The successful applicant will be well presented with excellent verbal and communication skills.

Only applications with cover letter and resume sent to [jobs@aegisbusinessservices.com.au](mailto:jobs@aegisbusinessservices.com.au) will be considered.

Only successful applicants will be notified.

**No Agents or Contractors**