



## **Full Time Bookkeeper**

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, you will learn a lot working with us. Our culture is relaxed, and we embrace flexibility around our working hours. We aim to provide regular training sessions and organise team building events during the year.

Aegis Business Services is an award winning, progressive, cloud based Chartered Accounting and bookkeeping firm located in Redland City, near Brisbane, Qld. We are a growing firm and work with both personal and business clients. Our passion is in the small and medium business area. We are a tech savvy firm that embraces the cloud.

We are physically located in Redland City, near Brisbane, with our work area overlooking a nature reserve, though we work with clients Australia wide. We are close to shops and cafes, we are also walking distance from a train station, and have ample onsite parking.

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

### **Essential:**

- Minimum Certificate IV in Bookkeeping (proof will be required)
- Minimum 5 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
- A 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
- Experience with Karbon software

This is not a transitional position; we are looking for a long-term applicant who will learn and grow with our firm.

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

1. A brief summary of your bookkeeping skills
2. Potential start date
3. 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 (or video) and resume** sent to either [jobs@aegisbusinessservices.com.au](mailto:jobs@aegisbusinessservices.com.au) or using the apply now button will be considered.

Only successful applicants will be notified.

**No Agents or Contractors**