Grubers Beckett Chartered Accountants provide accounting, taxation and audit services to a wide range of clients around Australia. Our Sydney office is looking for a motivated student to join our friendly and professional team on a 2.5 to 3 day per week basis.

The position is a combination of administration, reception and accounting work. The administrative and reception duties include answering the telephone, filing, letter writing, managing tax return lodgement, and managing all correspondence from clients, the ATO & ASIC. These duties typically require approximately 60% of the junior accountant's time.

Outside of the above tasks, the junior accountant will be responsible for introductory accounting and tax work, including the preparation of financial accounts, individual and company tax returns, and any necessary schedules/work papers.

The applicant we are looking for should:
- have excellent communication skills
- be friendly and enthusiastic
- be able to problem-solve
- both be able to follow processes, and provide suggestions for improvement
- be highly motivated in their study and career
- be a team player
- be capable in Microsoft Word and Excel
- be enrolled in a business course, majoring in accounting.

Previous work experience will be considered however a background in accounting is not necessary.

Some of the benefits of the position include:
- Great experience. The junior accountant will be working closely with both the accountants and the office manager who has been in the industry for over 40 years.
- Great team of people.
- Career Progression. Upon finishing your degree there may be full time graduate position available.
- Great for the CV. If you decide you would like to work in a different area of accounting/finance after graduation, your history of employment with a Chartered Accounting firm would be priceless.
- Great Location. We are situated on King St Wharf above James Squires, with our balcony overlooking the harbour.

The position is on a casual basis. The pay on offer is $17 to $18 per hour. The successful candidate would commence employment at some point in December/January.

Applicants must be Australian residents.

Please forward your application, including cover letter, resume and academic transcripts (or HSC results if 1st year student) via email. If you have any questions about the position these can also be answered by email.

Regards
Michael Carswell
Account Manager

Email: michael.carswell@grubersbeckett.com.au