

Business Services/ Senior Manager

Bramelle is seeking a senior client manager to look after a client base with a high level of client service. The successful candidate will be responsible for managing workflow and supervising team members to ensure client deliverables are met. The role will require the candidate to provide business advice along with business and tax compliance work.

The role is a hands-on **office-based** role and requires the accountant to be responsible for the tax and business compliance work for a diverse and broad client base.

A flat management structure allows the successful candidate to work closely with the partners and senior team members.

Your main responsibilities and duties will include:

- Preparation of financial statements and income tax returns for individuals and related companies, trusts, partnerships
- Bookkeeping duties
- Assisting with establishing entities including companies, trusts
- Assist with the preparation of BAS/IAS, as required
- Preparing client billings in relation to your own work
- Assisting with administration where required
- Development of internal procedures

Qualifications

- Accounting university degree
- Completed or near completion of Chartered Accountants program or equivalent

Skills and Experience

- 2+ years' experience in a similar role
- Experience in using Xero, Windows Excel, Windows Word, QuickBooks and MYOB
- Strong communication skills
- Strong team player who is eager to learn new tasks, systems, processes and software

This role will suit you if:

- Are a strong financial contributor to the business. We will provide you with opportunities you may not have received in the past plus an excellent platform and all the necessary tools to help develop your skills and gain important client exposure and experience.
- Have a high ambition to invest and develop your own skills. We want people who want to grow and improve. Our growth trajectory is a proven indicator of the passion and dedication of our current team members.

- You are a team player. We have a collaborative culture and our goal is to make our clients lives simpler. We come together to try and achieve this today, regardless of the client responsibility.
- You are self aware, innovative and open to change within the business. We are always looking for an edge and are constantly trying to improve and drive change. We are open to exploring opportunities for improvement and aren't afraid to experiment.

We are looking for staff who can produce results and always have the client's best interest in mind. Being a results-based firm, your remuneration is tied back to the business' and your financial results. If you are constantly producing results but your career is being held back due to your poor political game, we would like to hear from you.