

Bookkeeper

- **Accepting applications for Part-Time or Full-Time Bookkeepers!**
- **A financial services firm that has a great culture and values its people**
- **'Free' leave over the festive season & great employee benefits**

We are looking for an experienced Bookkeeper to join our Sydney team in a permanent capacity (part-time or full-time) in 2019. There is even some flexibility in what working hours or days suit you!

Who we are looking for:

An experienced bookkeeper to assist and support in delivering the highest level of service to a growing client base. If this sounds like you, then DPM Financial Services could be your next employer. We are a leading financial services firm with a unique client base and pride ourselves on our energetic and fun company culture.

Who are we? DPM are a leading financial services firm established in Melbourne for more than 60 years which has recently expanded to Sydney. We provide our people with:

- ✓ Free annual leave over the EOY period
- ✓ A great social calendar of internal events
- ✓ Development opportunities to grow your career
- ✓ Recognition and celebration of growth and development

Want to know more? A normal day in this role would include:

- Data entry of transactions from source documents and reconciliation to bank statements, credit card into accounting software packages such as MYOB, Essential, XERO and Accountants Enterprise, Microsoft Office
- Reconciliation, preparation and lodgement of monthly/quarterly business/instalment activity statements with the Australian Taxation Office electronically through the tax agent portal, business portal and accountants office.
- Preparation of monthly service entity service fees.
- Preparation of client weekly/fortnightly/monthly payroll including superannuation, payroll tax, workcover and maintenance of staff entitlements.
- Preparation of PAYG Payment Summaries, Workers Compensation Declaration Checking of Superannuation Guarantee Contribution
- Ensuring thorough follow through on all client files, whilst always ensuring to keep the Client Manager informed

But there is a catch. To be in the running for this great role, you should have:

- Solid experience in a similar role **(min 3 years experience)**
- Experience in a tax/accounting/financial planning environment (desirable)
- Experience with MYOB AE or accounting software (required)
- Demonstrated ability to provide superior customer service
- Sound interpersonal and communication skills
- Intermediate – Advanced computer literacy (Microsoft Office Suite)
- Team player with attention to detail and initiative

Interested?

To apply for this great opportunity, please apply through our Seek portal:

https://www.seek.com.au/job/38001934?_ga=2.2229040.1827858687.1546376335-302752623.1544131672

The full position description for this role is available on the next page. If you have any further questions about the position, please contact the People & Development team on (03) 9621 7183.

To be eligible to apply, you must be an Australian Citizen or Permanent Resident.

Position Description

Position Details	
Title	Bookkeeper
Division	Tax and Accounting – DPM Sydney
Leader	Manager Operations NSW
Time Fraction	Permanent Part-Time
Reviewed Date	December 2017
Position Overview	
To assist and support in delivering the highest level of service to a growing client base.	
DPM Values - Everyone is expected to perform their role and conduct themselves in line with DPM's values and Code of Conduct	
Everyone at DPM is expected to perform their role and conduct themselves in line with DPM's values: Teamwork / Collaborating as one Accountability / Owning our actions Expertise / Providing innovative solutions Recognition / Valuing our people and clients Integrity / Acting with honesty, fairness and respect Passion / Enjoying everything we do!	
Position Responsibilities	
Technical/Operational	<ul style="list-style-type: none"> Data entry of transactions from source documents and reconciliation to bank statements, credit card into accounting software packages such as MYOB, Essential, XERO and Accountants Enterprise, Microsoft Office Reconciliation, preparation and lodgement of monthly/quarterly business/instalment activity statements with the Australian Taxation Office electronically through the tax agent portal, business portal and accountants' office. Preparation of monthly service entity service fees. Preparation of client weekly/fortnightly/monthly payroll including superannuation, payroll tax, work cover and maintenance of staff entitlements. Preparation of PAYG Payment Summaries, Workers Compensation Declaration Checking of Superannuation Guarantee Contribution
Compliance	<ul style="list-style-type: none"> To comply with Workplace Health and Safety regulations in the workplace including work policies and risk management procedures Report potentially or actually unsafe or hazardous conditions, both orally and in writing
General	<ul style="list-style-type: none"> To address the client with the utmost professionalism and as per DPM standards Ensuring thorough follow through on all client files, whilst always ensuring to keep the Client Manager informed Demonstrated ability to plan, co-ordinate, implement and evaluate Demonstrated ability to be self motivated and directed to work with minimal supervision, together with a capacity to work cooperatively as part of a team Ability to show initiative to implement new policies and procedures
Qualifications/Experience/Skills	
<ul style="list-style-type: none"> Bachelor of Business Degree / Diploma in Accounting Excellent communication skills – verbal and written Familiar with MYOB, QuickBooks, Microsoft Excel & Word (intermediate level) Good accounting skills and knowledge Knowledge of Goods & Service Tax Knowledge of the medical profession and the operation of service entities. (advantage) Knowledge of state and federal award entitlements and conditions (advantage) 	