
KEARNEY CAREERS

WHERE PROFESSIONALS COME TO GROW



The Kearney Group is currently seeking an entry level Bookkeeper to join our multi award-winning Professional Financial Services firm, based out of the Skipping Girl Vinegar warehouse in Abbotsford.

In this position, you will be part of a stable, dedicated and highly skilled team providing premium bookkeeping services to our extensive range of clients.

The responsibilities of this role are wide ranging. They will include but will not be limited to:

- The provision of general and administrative support to the bookkeeping team
- Client support and assistance to the bookkeepers as they manage the bookkeeping needs of diverse clients, over multiple sites
- Preparation, reconciliation and processing invoices, credit notes, payments and receipts
- Preparation of Business Activity Statements (BAS) and Instalment Activity Statements (IAS)
- Preparation of timely and accurate Profit and Loss Statements
- Preparation of awards-based payroll
- Preparation of Payroll Tax and WorkCover reconciliations, returns and payments
- Client engagement including liaising with existing clients

At the Kearney Group, we pride ourselves on our ability to provide financial solutions, strategies and advice of only the highest standard. As such, a successful candidate will possess an enthusiastic, self-starting approach to their work and must have breadth and depth of vision. Suitable applicants will demonstrate outstanding time and workflow management skills, and a hunger for continuous learning.

In this position, proven ability to form strong, lasting and professional relationships with both clients and fellow employees is absolutely essential. As such, candidates must be well presented with excellent interpersonal skills and exemplary communication abilities, both written and verbal.

MS Office and general software literacy is critical. Advanced MS Excel, MYOB or Xero skills will be well regarded.

Candidates must possess a completed Certificate IV in Financial Services (Accounting or Bookkeeping). Completion of or progress towards an undergraduate degree in Business or Commerce is advantageous.

This position provides the opportunity for advancement to individuals who demonstrate drive, initiative, personal and professional growth, proven ability to effectively interface with clients and fellow staff, technical competency and most importantly, determination. ■■

Position Details

Job Title:	Assistant Bookkeeper
Details:	Full time with flex-time arrangement in effect beyond 40 hours Immediate Start
Qualifications:	Certificate IV in Financial Services (Accounting or Bookkeeping) essential Completion of, or progress towards, an Undergraduate Degree in Business or Commerce is advantageous
Salary:	Competitive/ Based on qualification

To Apply

- 1) Visit **www.kearneygroup.com.au**, take a look at our firm and see what we have to offer!
- 2) Review the specific job posting at **www.kearneygroup.com.au/careers**. If you're interested, complete and submit the following items using our website's online application tool:
 - Your personalised cover letter
 - A copy of your current resume
 - Your academic transcripts, if applicable (for recent graduates)
- 3) Please DO NOT submit your application using the "Apply Now" button on Seek (seek.com.au). Applications received in this manner will not be considered.

The Kearney Group is an Equal Opportunity Employer and welcomes diversity in our workplace.

Practice Profile



- **Practice:** KearneyGroup Financial Services
- **Established:** Kearney Group/ Kearney & Co (1986);
Kearney Financial Planning (1998)
- **Location:** Abbotsford, Melbourne
- **Employees:** 50
- **Recognition:** Practice of the Year (2012)
National Practice of the Year (2011)
CPA Young Achiever Finalist (2011 - L. Ezard)
Adviser of the Year (2010 - P. Kearney)
Practice of the Year (2008)
- **Community:** The Big Issue Australia
Ovarian Cancer Australia
- **Contact:** +61 3 9428 8822
www.kearneygroup.com.au
Suite 8, 651 Victoria Street
Abbotsford, VIC 3067

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