



## **Profile for the position of Bookkeeper with Sheltons Accountants – Sydney Australia**

Looking for a refreshing change? We at Sheltons are seeking a Bookkeeper for our office in Barangaroo Sydney Australia to help with the provision of management accounting, bookkeeping and payroll services to our internationally based clients that have operations in Australia, New Zealand and Singapore.

You will be working with a small team in modern offices in Barangaroo, in a very international environment.

We at Sheltons Accountants & Business Advisers (Sheltons Group) work predominantly with internationally operating businesses.

Sheltons Group is a well-established 25-year old firm with offices in Sydney, Copenhagen, Malta, London and soon Milan.

You will be part of a stimulating environment and would work closely with a great team of wonderful colleagues from Sheltons' offices in Sydney and abroad.

### ■ **The role**

Bookkeeper

The position includes a wide range of tasks with bookkeeping being the core function. You will receive considerable training on our systems and procedures from colleagues in the office - and online from our offices abroad.

Initially, your duties would include:

- Bookkeeping for our clients' Australian subsidiaries, supervised by an Australian qualified accountant
- Filing documents and liaising with regulatory authorities in connection with our client work including but not limited to the Australian Taxation Office (ATO) and Australian Securities and Investment Commission (ASIC)
- Assistance with preparing activity statements and income tax returns
- Assistance with forming new subsidiary companies, obtaining ABNs, registering for PAYG and GST, applying for Substituted Account Periods and open bank accounts
- Assistance with payroll administration for clients
- Document management and assisting with the documentation of procedures
- Communicating directly with clients (on specific limited matters)

The position would suit someone with a solid bookkeeping background from either an accounting firm or bookkeeping firm in Australia, who is interested in variety, learning & developing - and working in an international environment.

#### ■ **When and where**

- Commencement – ASAP
- Level 24, Three International Towers Barangaroo Avenue, Sydney, NSW 2000

#### **About Sheltons Accountants (Australia) and Sheltons Group**

Sheltons Accountants (Australia) is part of Sheltons Group. We currently specialise working with foreign businesses coming into Australia, mostly from Western countries, but will soon commence assisting Australian-based businesses investing abroad. We cover a wide range of areas for our niche target group.

Sheltons Group is an accounting and business advisory firm but is very strong in the area of international tax consulting; we also run courses around the world on international tax for tax advisers and in-house tax staff of MNCs.

Sheltons Group is completely independent - with no formal links to any network of accounting, legal or other firms. As noted, we have offices in Sydney, Copenhagen (since 1995), Malta, London – and soon Milan and other locations.

#### ■ **You & your qualifications**

The following are essential:

- Bookkeeping and payroll experience with both MYOB and Xero
- Indefinite right to work in Australia
- At least three years employed in an office environment in Australia
- Excellent English (see below under 'Language')
- Energetic, social, team-minded, and service minded
- Good IT skills (especially Windows and Microsoft Word, PowerPoint, Excel and Outlook)
- Professional; presentable; well spoken; clear and confident telephone skills
- Excellent interpersonal and communication skills

It would be an advantage if you

- Have worked for an accounting firm or bookkeeping firm in Australia
- Have knowledge of another major language
- Have lived abroad

#### ■ **Language**

Your English language skills need to be at the native level - and preferably above the average level of a native English speaker, both spoken and written.

In due course the role can be weighted so the focus can be on areas of interest.

#### ■ **You will report to ...**

Ghafur Barchia (Director in charge of our Australian office)  
See <https://www.sheltonsgroup.com/our-team/>.

## ■ **What we offer**

The position would suit an outgoing person interested in variety, learning & developing - and working in an international environment.

- A very comfortable working environment in our new Barangaroo office in Sydney (see maps below)
- A pleasant office culture and atmosphere
- An exciting position with a dynamic, professional and internationally oriented firm
- An opportunity to develop your existing skills and obtain new skills
- A very international environment

## ■ **Applications and contact**

Please submit your applications ASAP and no later than 31 October (but note that we may well offer the position in the meantime). Detailed CVs are very welcome; we also like to hear about your interests and hobbies and your non-work achievements. Please include a covering letter explaining why you are interested in the role and why you satisfy the essential qualifications.

Contact: Human Resources at [SheltonsAU@SheltonsGroup.com](mailto:SheltonsAU@SheltonsGroup.com)

See next pages

See next pages

**What we offer  
the candidate for the position of  
Bookkeeper  
at Sheltons Accountants  
(Sydney, Australia)**

- Interaction with people and businesses from many countries
  - Sheltons Accountants work exclusively with internationally operating businesses
  - These are SMEs (and sometimes larger) from many countries, in particular from United Kingdom, North America (especially the US) and Western Europe
  - All our clients plan to do or are already doing business in or with Australia and range from those with substantial operating subsidiaries in Australia to those merely exporting or with just a single employee in the Australia
  - Our clients operate in a wide range of business sectors
  - You will also liaise with existing colleagues in various countries – and be involved in setting up offices in other countries
  
- Variety of work – and choices
  - To begin with, you will be exposed to a substantial variety of work
  - You will interact with colleagues, suppliers and others based in several countries
  - In the medium to short-term future we will need an additional person in this role; you will be able to influence whether that person is junior to you and you supervise that person, or whether that person will be on your level and you pass over selected areas of responsibility to that person
  
- Clear opportunities for rapid advancement
  - Sheltons is a growing firm, with new clients and enquiries coming in every day
  - We plan to open offices in several larger countries in the near future
  - You would have the opportunity to grow rapidly with the firm
  
- An opportunity to significantly develop – and to develop many skills
  - You would not only be able to cultivate your current skills but we would assist you in developing new skills
  - We would actively assist in your development – not only with your technical skills (accounting, tax, law, etc) but with your managerial skills, IT skills, etc
  - We are always very keen to assist our colleagues with external training
  
- A very international environment including some international travel
  - You would work on internationally operating clients, with extensive contact with the client’s head office abroad and with the client’s foreign advisers
  - You would regularly work with your colleagues in our other offices
  - We expect to open at least 3-4 new offices in other countries in the next 2-3 years
  
- Close interaction with colleagues in offices abroad

- Sheltons is a small but growing firm with a very professional but friendly working environment
- We all work as a team and assist our colleagues when required on a daily basis
- Not only does the local office work as a team but the group works as a team and when required people from one office assist other offices in other countries
  
- An influential position in a friendly team
  - You would join a well-functioning and pleasant team of colleagues - and you would be expected to make every effort to maintain that status
  
- A work location in modern offices in a central location (Barangaroo, Sydney CBD)
  - Central – our Sydney office is located in the Barangaroo area, a close walk to Wynyard station
  - Modern – the Sydney offices are newly established and have modern facilities
  - Comfortable – we offer a very comfortable and ergonomically thoughtful working environment
  - Lunch – each Friday Sheltons cover lunch for all employees, the idea being to eat together outside the office