



## **Profile for the position of Client Services Administrator at Sheltons Accountants (Sydney, Barangaroo)**

Sheltons Australia – Accountants & Business Advisers to globally expanding businesses doing business in Australia

**We offer a rare opportunity to have a real impact,  
working with a small, close knit but growing team of wonderful colleagues,  
looking after internationally operating clients, based in modern CBD offices.**

### **Positions**

- Client Services Administrator

This is a new position.

### **When and where**

- Commencement – ASAP
- Sydney CBD

### **Role**

Your primary functions would include, in particular

- Onboarding of new clients and updating client information with ASIC (via Cas 360), Xero, our CRM system, etc
- Creating and updating corporate diagrams for clients (in Visio)
- Attending to ASIC and ATO lodgements
- Assisting with client invoicing (using Xero Practice Manager)
- Assisting with administrative aspects of payroll administration, FBT, GST, personal and company tax returns, IASs and BASs and payroll tax compliance
- Some data in entry in accounting systems (mainly Xero)
- Organising client files (digital)
- IT liaison work (liaising with our London office and external IT consultants in the UK)
- Organising meetings and conference calls
- Organising internal functions and events, including our Friday lunches
- Together with our Group Office Manager in London, assisting with social media marketing (using Sprout), holiday announcements and website updates (Word Press)

- Accountants & Advisers to internationally operating businesses
- Local & International Tax Advisers
- International Tax Training (Sheltons-SITTI)
- International Expat Relocation

- Together with our mainly European-based Managing Partner (Ned Shelton) and others, assisting with seminars and other events overseas (from the Sydney office)
- Assisting with marketing campaigns and webinars
- Assisting with staff recruitment and onboarding new employees
- Organising overseas travel for local management
- Liaising with suppliers
- Telephone answering and management (very minor)
- Document management and assisting with the documentation of procedures
- Working closely with Ned Shelton when he is in the Sydney office
- Attending to ad hoc office duties

### **Professional and personal characteristics**

Essential. The following are essential.

- Three + years experience in an administration role for an accounting firm in Australia – performing most of the duties to the above mentioned (whether or not using the same software)
- Some bookkeeping experience and understand accounting processes
- Indefinite right to work in the Australia
- At least five years living in the Australia
- A well-developed ability to attend to detail
- A high level of personal organisation skills
- Good IT skills (Windows and Microsoft Word, PowerPoint, Excel and Outlook)
- Clear and confident telephone skills
- An energetic, social, team-minded and service minded nature
- Excellent interpersonal and communication skills
- Language
  - Your English language skills need to be at the native level - and preferably above the average level of an average native English speaker
  - Both spoken and written.

An advantage. It would be an advantage if you

- Are familiar with Office 365
- Have used social media in marketing
- Have worked with BreatheHR and Yammer
- Are familiar with Xero
- Have knowledge of another major language
- Have lived abroad

## What we offer

- A very comfortable working environment in new Barangaroo offices in the Sydney CBD
- A very pleasant, friendly office culture and atmosphere
- An exciting position with an intimate, dynamic, internationally orientated firm
- An opportunity to significantly develop your existing skills and learn new skills
- A very international environment
- Interaction with officers of government organisations and other sources of new clients
- Interaction with clients, including with the local Australian staff and with the overseas head offices of our clients (mainly Western Europe and North America)
- Our Sydney office is located very centrally in the new Barangaroo Precinct - just a five-minute walk from Wynyard Station and Barangaroo ferry wharf: Level 24, Three International Towers, 300 Barangaroo Avenue, Sydney NSW 2000.
- Comfortable. We offer a very comfortable work environment in modern premises.
- Social. We share Level 24 with many other businesses and enjoy the extensive common areas with the opportunity to connect with others on the floor.
- Lunch. Each Friday we have lunch at a local restaurant together (Sheltons pays).

## About Sheltons Accountants (Australia) and Sheltons Group

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

All clients in our Sydney office plan to 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 Australia

Our clients operate in a wide range of business sectors, including retail, road construction, energy, telecommunications, research, and a variety of IT areas, just to mention some.

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.

We have offices in Sydney, Copenhagen (since 1995), Malta and London – and soon Milan, New York and in other countries.

## Contact and applications

If this role sounds like you, please submit your cover letter and CV to:

[SheltonsAU@SheltonsGroup.com](mailto:SheltonsAU@SheltonsGroup.com)

Detailed CVs and are very welcome; we also like to hear about your interests and hobbies and your non-work achievements.

Should you have any questions, feel free to contact Ned Shelton directly, at N.Shelton@SheltonsGroup.com or mobile 0419 954 527.