



## **Profile for the position of 'Client Service and Office Administrator' with Sheltons Accountants – Sydney Australia**

Looking for a refreshing change? We at Sheltons are seeking a Client Service and Office Administrator for our office in Barangaroo Sydney Australia.

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

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

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

You be part of a stimulating environment and would work closely with a great team of wonderful colleagues from Sheltons' offices in Sydney, Copenhagen, Malta, London, Italy and Singapore.

### ■ **Position**

- Client Service and Office Administrator

### ■ **When and where**

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

### ■ **Salary**

- Up to 75,000 gross package (including super)

### **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 an owner managed firm. We have offices in Sydney, Copenhagen (since 1995), Singapore, Malta, London, Italy and Singapore – and soon other countries.

## ■ You and your qualifications

The following are essential:

- Bookkeeping experience with MYOB or Xero
- Indefinite right to work in Australia
- At least five years living in Australia
- At least three years employed in an office environment in Australia
- Excellent English (see below under 'Language')
- Energetic, social, team-minded, outgoing, service minded
- Good IT skills (especially social media, 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, wealth management or law 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.

## ■ The role

Being a small team, your role would initially include a very wide range of tasks, supporting the professional team of accountants and advisers to look after Sheltons' clients, as well as ensuring the group policy and processes are executed with efficiency.

As we grow, you would have the opportunity to develop in a more focused area or areas. You will receive considerable training on our systems and procedures from colleagues as well as the expectation as you master our systems and procedures that you will be both an advocate of its compliance but also contributing to its constant evolution as we continually learn to become more effective and agile as would be expected of a dynamic growing global organisation.

Your duties would include the following (in no special order):

- Supporting professional accountants and advisers with the administrative activities connected to the delivery of our advisory and compliance services to our clients.
- 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).
- Assisting with all practical aspects of the seminars and business development including preparation of presentations and coordinating events.
- Occasional special projects - such as having marketing material printed, assisting with recruiting staff, assisting with accommodation and other practicalities for staff visiting from our overseas offices, etc.
- IT liaison, including working with external IT consultants.

- Developing social media content (working with our other global offices and external specialists).
- Liaising with suppliers.
- Telephone answering and management (very minor).
- Document management and assisting with the documentation of procedures.
- Filing documents with ASIC and liaising with ATO.
- Assistance with payroll administration for clients.
- Assisting the director (Michael Clarke) with his calendar and some limited EA duties.
- Assistance with flight bookings, hotel arrangements, etc.
- Arranging meetings and receiving meeting guests.
- HR matters, including recruiting, training, and managing BreatheHR.
- Various similar duties and ad hoc tasks.

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

#### ■ **You will report to ...**

Paul Mansour (In charge of our Sydney 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 new Barangaroo offices 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. Detailed CVs and 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: Paul Mansour at [P.Mansour@SheltonsGroup.com](mailto:P.Mansour@SheltonsGroup.com)

See next pages

## **What we offer** **the candidate for the position of** **Client Service and Office Administrator** **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 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
  - You would have the opportunity of working in one of our offices abroad
  
- 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 regularly work with your colleagues in our other offices
  - With offices in Copenhagen, Singapore, Malta, London, Italy, Singapore and new offices to come, there is the opportunity in due course to work at these offices for periods of time
  - 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
  - We would encourage you to progress to a senior managerial level
  - 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.