



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 Barangaroo, 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 and Singapore - and soon other countries.

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

■ **Position**

- Client Service and Office Administrator

■ **When and where**

- Commencement – ASAP
- Level 24, Three International Towers, 300 Barangaroo Avenue, Sydney, NSW 2000

■ **Salary**

- Up to 60,000 gross salary plus 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 our work with Australian-based businesses investing abroad is increasing. We cover a wide range of areas for our niche target group.

Sheltons Group is an accounting and business advisory firm (including a small Australian law 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 and Singapore – and soon other countries.

■ You and your qualifications

The following are essential:

- At least seven years living in Australia
- At least four years employed in an accounting firm in Australia (recently)
- 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
- Indefinite right to work in Australia
- Have experience with making lodgements through ASIC
- Have experience with the tax agent portal

It would be highly desirable if you:

- Have experience with Xero and Xero Practice Manager

It would be an advantage if you:

- Have knowledge of another major language
- Have lived abroad
- Have experience with SharePoint

■ 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' Sydney office 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 banks and 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 seminars and business development including preparation of presentations and coordinating events.

- Occasional special projects - such as assisting with the preparation of marketing material, 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 (based overseas).
- Developing social media content (working with our other global offices and external specialists).
- Liaising with Australian suppliers.
- Telephone answering and management (minor).
- Document management and assisting with the documentation of procedures.
- Filing documents with ASIC and liaising with ATO, state revenue departments and workers compensation insurers.
- Assistance with payroll administration for clients.
- Assisting the senior team with their calendars and some limited Executive Assistant 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 ...**

Ultimately - to the Managing Director (Ned Shelton) and the local Australian-based Principal in charge of our Sydney office

■ **What we offer**

The position would suit an experienced and 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: Please email your application to Lucy Beard at L.Beard@SheltonsGroup.com and cc Ned Shelton at N.Shelton@SheltonsGroup.com

See next pages

Appendix – what we offer

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
 - Some clients are individuals, but always with international interests, such as Australian residents with real estate abroad
 - Our clients operate in a wide range of business sectors
 - You will also liaise with colleagues in various 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
- 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 to medium term 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 – including 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, Singapore and new offices to come, there is the opportunity in due course to work at these offices for periods of time
- 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 covers lunch for all employees, the idea being to eat together outside the office.