

**Administration Officer  
Lygon Street Carlton**

**Company Description**

At APNL Pty Ltd, we take pride in building strong relationships with our clients. We specialize in providing comprehensive tax advice and tax planning services to both commercial businesses and individuals. Our culture is based off mutual respect, trust, dedication and our loyal team is a testament to the committed vision we have. Please note our website is under construction but our LinkedIn profile is active.

**Job Description**

We are seeking an Administration Officer to join our team on a long-term basis. This job would involve supporting the Director and Founder of APNL Accountants and Advisors. You will assist with the coordination of administration tasks as well as high-level tasks that involve client-facing work. If you enjoy changing environments and thrive where no two days are the same, this is an ideal role for you.

**Your duties include:**

- Provide general administrative support to the directors and the wider team consisting of Client Advisors, Managers and Senior Accountants.
- Manage incoming and outgoing communications
- Coordinate and schedule calendar appointments and meetings
- Assist in the day-to-day operations of the office
- Keeping up-to-date on important deadlines of internal and external matters
- Handle highly sensitive client information with confidentiality
- Work cross functionally with other team members and assist in the finalisation of client matters
- Preparation of client correspondence, submission documentation and collations
- Transcribing of audio typing for the executives of the company
- Manage important documents for e-filing in our internal file storage systems
- Liaise with lawyers, accountants, bankers, finance brokers and other stakeholders on behalf of the firm and the firm's clients

**To be successful in this role you will;**

- Have proven experience in office administration
- Be meticulous in your work with strong attention to detail and experience in preparing and proofreading documents
- Have excellent organization skills and be proactive in handling tasks
- Be able to multitask and manage competing priorities.

- Have strong communication skills and an excellent handle on the English language
- Be open to taking on new responsibilities.
- Have a personable character with the ability to interact cross-culturally with all types of personalities and at all levels with a high degree of professionalism
- Experience providing support to multiple professionals and managing competing priorities in a high-performing culture under pressure and with time-sensitive deadlines
- Working knowledge of MS Office (Word, Excel, PowerPoint, Outlook, Calendar) and comfort and interest in learning new applications.
- Flexibility, adaptability and a positive attitude is a must.
- You will be introduced into various accounting package involved with the accounting profession such as BGL, CAS and MYOB AE.

Whilst this position does not require a minimum number of years for work experience, any experience in an accounting firm will be looked favourably upon.

### **Why Join?**

APNL Accountants and Advisors is a client-service focused accounting firm where you will learn to develop a range of skills in a number of areas that we provide our services for. It is the ideal platform to engage with clients often on a personal level, to develop skills and knowledge in the financial industry and to accelerate your career whilst learning the ins and outs of tax planning, estate planning and other financial advisory matters.

### **Benefits of Joining APNL Accountants and Advisors**

- Located in the heart of Lygon St, Carlton our office is close to public transport with parking available and plenty of options for great coffee/lunch
- Team building functions including periodic celebrations
- Internal training sessions conducted to further your career and professional development
- A dedicated and friendly office environment where we value our staff greatly
- Flexible WFH arrangements