

Operations/Practice Manager 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.

Are You Our Next Operations/Practice Manager We Have Been Looking For?

We are an Accounting and Advisory firm that is rapidly expanding and seeking an Operations/Practice Manager to join our team on a long-term basis. This job would involve supporting the Principals of APNL Accountants and Advisors and acting as a driving force behind our firm. You will assist with the coordination of administration tasks as well as high-level tasks that involve client-facing work. If you have experience in office administration and business management, your expertise will be pivotal to push our firm to greater heights.

Your duties include:

- Liaise with colleagues, clients, stakeholders to ensure smooth operation of day-to-day activities across the firm
- Management, organisation and troubleshooting IT systems and technical support along with our IT expert
- Guide our operational management with new and innovative strategies for improvement
- Lead the administration team with attention to detail and ability to prioritise and delegate tasks accordingly
- Build great interpersonal relationships with our stakeholders whether they are external consultants, clients or other colleagues and professionals
- Fostering a fun and ambition environment for professional peers to feel well-supported in
- Address corporate governance and compliance issues alongside the Principals of the firm and ensure all legal requirements for clients and our firm are met accordingly
- Assist where needed in booking appointments/travel for the partners.
- Responsible for managing office services by ensuring office operations and procedures are organised, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved, and that clerical functions are properly assigned and monitored

To be successful in this role you will;

- Have had experience in office administration and business management
- Have a positive disposition to create a positive, production work environment with a genuine desire to contribute to our collective success
- Have a proven track record of implementing new policies and solutions to improve operations
- Are dedicated to delivering excellent service and support that uplifts clients and colleagues
- Excel in multi-tasking a variety of tasks with efficiency and accuracy while maintaining a keen sense of detail
- Are highly skilled in software solution such as Xero, MYOB and more
- Understand public practice administration, corporate secretarial and tax administration requirements
- Possess excellent communication and time management skills
- Knowledge of BGL CAS and ATOMate would be an advantage but is not necessary
- Proven office management, administrative, or assistant experience
- Knowledge of office management responsibilities, systems, and procedures
- Excellent time management skills and ability to multitask and prioritise work

Remuneration will be appropriately commensurate with experience.

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

- Competitive salary with benefits to match
- An influential role in a firm that values your ideas and expertise
- Continuous opportunities for learning and professional growth in an executive position
- 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

For any questions, please email careers@apnl.com.au with further queries or concerns.