

Bookkeeper Part Time | Accounting Practice

About us

Fehons has been providing accounting services to business and individuals since 1964, over 50 years!

Fehons is committed to provide the best service to our clients by being updated with the latest changes in accounting industry. At Fehons, we have constantly increased our use of technology to deliver high quality service levels to our clients all without losing that human interaction. We constantly strive to innovate, and as a result Fehons is at the forefront of the accounting services market, in sync with our clients' needs. We have a clear vision of having the client at the forefront. This includes providing sensible and appropriate taxation solutions, work completed on timely basis, access to senior staff and prompt replies to your queries.

Recently, Fehons expanded its services to cover online accounting and bookkeeping needs for small businesses and start-ups through its new Fehons Grow division.

Our mission is to provide solutions to our clients that are realistic and achievable, so there is confidence and a clear mind to run businesses and for individuals in making correct decisions. Our ultimate goal is for our clients to achieve "financial wellbeing". We want to drive our business as a "go to place". At Fehons we encourage a team work environment through a people orientated approach and team work, we do our work with enthusiasm and integrity, and we ensure we are an "A" grade business through continuous improvement.

About the position

We are seeking a bookkeeper to look after clients of our new Fehons Grow division (<http://www.fehonsgrow.com.au>). You will be responsible for:

- Setting up clients on cloud accounting software of their choice (XERO, MYOB or QuickBooks)
- Processing their transactions monthly
- Communicating with the client and sending queries in a timely manner
- Reviewing the data at the end of each month to produce a monthly reporting
- Presenting to the client their monthly reports and providing personalized advise

Key attributes and skills

- Identifying client's individual needs
- Helping clients find the information, services and products they need to improve their businesses
- Being able to work in an automated, digital environment
- Familiar with cloud-computing and cloud accounting
- Competent in using technology and computer systems
- Ability to connect with people for specific and personalized advise
- Being a single point of contact for professional services and combined accounting and financial advice
- Ability to manage and guide the data, not just record it

Experience in:

Any cloud accounting software (MYOB, XERO or Quickbooks) (2+ years)

Formal Qualification (desirable)

Any formal Business and/or IT qualification

Please email your resume and cover letter to Maria Tentzeraki, Business Processes and IT Coordinator, Fehons Accountants (NSW) Pty Ltd at maria@fehons.com.au or call (02) 9745 3977 for more information.

No Recruitment Agencies



Principal: Michael Wilson CPA

Liability is limited by a scheme approved under Professional Standards Legislation