

Job details

Salary

\$52,855 - \$82,975 a year

Job Type

Full-time

Part-time

Graduate

Full Job Description

About Us

Ben Tsang & Co is a Sydney-based Certified Practising Accounting (CPA) firm that provides a full range of accounting and business advisory services to a diverse range of clients. Our practice has provided our clients with exemplary service for more than 30 years, across business areas such as:

- Accounting and Bookkeeping Services
- Taxation Advice & Regulatory Returns
- Payroll & Employee Superannuation Services
- Super Fund and Trust Setup,
- Annual Audit and Reporting Company Formation
- Company Secretarial Services

We are a group of committed professionals who are passionate about providing the highest quality of service to our diverse client base, which includes well developed businesses, self-managed super funds (SMSF)'s, and individuals of various backgrounds.

About the Role

We are seeking an enthusiastic Assistant Accountant to join our team and work across various aspects of accounting and business advisory services. Key responsibilities include:

- Preparing income tax returns, business activity statements, and financial statements
- Liaising with clients and with the Australian Taxation Office (ATO) on behalf of clients
- Preparing payroll and superannuation payment services
- Assisting clients with queries and support

You will receive competitive remuneration as well as mentorship and guidance from experienced accounting professionals. Successful candidates will become a critical part of the team and have a voice in all aspects of the business.

About You

- 1+ year experience in public accounting practice (preferred, but not required; new graduates are also welcome to apply)
- Excellent English and Cantonese/Mandarin communication skills
- Highly motivated and independent worker with a passion for problem solving
- Strong time management and attention to detail
- A background in accounting/tax or previous experience (preferred, but not required).
- Knowledge of accounting software such as Xero/MYOB/Quickbooks (preferred, but not required)

- Familiar with Microsoft Excel, Word, and Outlook

Benefits

- Growth: Gain first-hand experience working directly with clients such as large million-dollar companies and high net worth individuals and build your professional skills.
- Impact: Become a critical part of the team and have your voice in company-wide developments.
- Culture: Join a tight-knit team and work collaboratively with colleagues from all levels.
- Training: Receive invaluable on-the-job training and development opportunities.
- Remuneration: Competitive remuneration package and opportunity to earn bonuses. Support for current or further study is also available.

Job Types: Full-time, Part-time, Graduate

Salary: \$52,854.54 – \$82,974.66 per year

Schedule:

- 8 hour shift

Supplemental pay types:

- Bonus