

BUSINESS SERVICES & TAXATION ACCOUNTANT

Hobbs & Assoc Pty Ltd is a progressive accounting firm in Wondai, part of the South Burnett, Queensland. An opportunity exists for a Business Services/Taxation Accountant to:

- Enjoy a diverse range of tasks working with a wide variety of clients.
- Prepare accounts, tax returns, BAS for sole traders, partnerships, trusts, companies and self-managed super funds.
- Be rewarded with a competitive salary.
- Continue to grow with ongoing professional training.

Please apply if you are:

- A year 12 or higher level graduate;
- Proficient in Excel, Word, Xero/MYOB/Quickbooks;
- Experienced in tax return preparation software, preferably Handi products (would be beneficial but not necessary);
- Easy going and eager to assist clients and colleagues.

This will be a full-time position.

For information about us, check our website www.hobbsandassoc.com.au

OFFICE ADMINISTRATION ASSISTANT

Hobbs & Assoc Pty Ltd is a progressive accounting firm in Wondai, part of the South Burnett, Queensland. An opportunity exists for an office administration assistant to:

- Enjoy a diverse range of tasks working with a wide variety of clients.
- Learn a range of office administration and reception skills.
- Be rewarded with a competitive salary.
- Have an opportunity to achieve further qualifications if desired.

Please apply if you are:

- A year 12 graduate;
- Proficient in MS Office;
- Have customer service experience;
- Easy going and eager to assist clients and colleagues.

This will be a full-time position.

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Send applications or queries to admin@hobbsandassoc.com.au.