



KK PARTNERS GROUP  
CHARTERED ACCOUNTANTS

## Position Available: Senior Bookkeeper

### About the Business

KK Partners Group are a CA practice providing accounting, taxation and business advice to small and medium business and individual clients. We are conveniently located on cosmopolitan Bay Street in Brighton, within walking distance of public transport, shops, cafes and restaurants.

We are a young, dynamic team working in a fun, relaxed environment and some of our key office policies include:

- Working from Home (up to two days per week)
- Birthday off as additional leave
- Free Parking on site
- Regular staff functions
- 9 Day working fortnights (with some restrictions)

### The Role:

In this role, you will be responsible for managing and developing our Bookkeeping client base and assisting our Accounting Team in the following areas:

- Managing day to day client queries and problem solving as needed
- Managing your own workflow and completion of tasks and lodgements on time
- Onboarding of new bookkeeping clients including set up of data files
- Payroll Management; including leave entitlements, superannuation, single touch payroll requirements and related Workcover and payroll tax obligations
- Entering and/or verifying the entry of customer and supplier invoices into accounting software
- Reporting and review of outstanding debtors and creditors
- Reconciliation of bank, loan and credit card accounts
- Preparation of ABA files for client approval and payment
- Preparation of Business Activity Statements and Instalment Activity Statements – firm wide
- Other Ad Hoc general bookkeeping tasks

Note that this position has specifically been created to grow and create a standalone bookkeeping division within the Firm.

We need someone committed to our same vision with the ability to sell, and follow through on implementing, bookkeeping services to our new and existing client base of accounting clients.

### What we will require from you:

- Minimum of 3 years local bookkeeping experience
- Strong skill set in both Xero and MYOB accounting programs
- Appropriate bookkeeping/accounting certificate or degree qualified
- Excellent verbal communication and written skills
- Strong client facing skills and comfortable with providing bookkeeping advice and recommendations
- Be pro-active, energetic and able to work both autonomously and as part of team as required
- A desire and enjoyment of being part of and contributing to a fun and inclusive office culture

### KK Partners Group

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