



Administration Assistant

Reports to: Practice Manager

Direct Reports: Nil

Full Time / Part Time: Part time

The Business

This South Australian business is an innovative, client focussed accounting practice, located in Adelaide's northern suburbs. It has established an enviable workplace culture that supports work life balance and has an undeniable passion for small business.

It specialises in strategic business consulting, taxation and management reporting, bookkeeping and payroll services as solutions to enable its business clients to achieve their goals.

Purpose

This role is designed to support the team and enable them to deliver an excellent client experience to its small and medium business client base. They will deliver a professional front of house service for clients and be a key contributor to team outcomes, through delivering high quality administrative support. The role would suit a motivated individual, who is interested in the accounting industry and may be looking to start, or is currently studying, a finance or accounting qualification at any level.

Key Role Outcomes

- Clients are engaged consistently and professionally, through phone and front of house enquires.
- The needs of clients and stakeholders are met, through effective and appropriate managing, or referring of their enquiries.
- The team are well supported to achieve the goals set for their clients, through the delivery of high-quality office and administrative services.

- High efficiency and effectiveness of client services through integrating and working collaboratively with the team.

Competencies

- Customer Orientation
- Builds Collaborative Relationships
- Epitomises Professionalism
- Achieves Results
- Drives Business Excellence
- Fosters teamwork

Work, Health and Safety

The role has the responsibility for contributing to workplace health and safety activities. This is inclusive of;

- being responsible for their own and other's safety.
- participating in any training or consultation requirements about WHS issues.
- identifying and reporting any hazards to control WHS risks.
- adhering to procedures for dealing with incidents and emergency events.

Corporate Responsibilities

- Demonstrates professional workplace behaviours.
- Participates in both professional development opportunities and performance development processes.
- Abides by organisational policies and procedures.

Person Capabilities

Skills, Experience and Knowledge

- Excellent communication and relationship management skills.
- Customer service and/or administration experience.
- Initiative and high level of motivation.
- Excellent time management skills and ability to prioritise.
- Strong computer skills.

Attitude

- A 'can do' attitude is essential.

Qualification

- Planned, or current studies in Accounting or Finance would be highly regarded.