



## POSITION: BOOKKEEPER

### The Role

We are seeking a skilled and motivated **Bookkeeper** to join our team and work closely with a select group of clients to support their bookkeeping needs. In this role, you will manage day-to-day bookkeeping tasks, including:

- Bank reconciliations
- Month-end journal entries
- Payroll support
- Preparation of Instalment Activity Statements (IAS) and Business Activity Statements (BAS)
- Assisting with year-end client workpapers and financial reporting

Your clients are primarily business owners and professionals in the health, legal, and finance sectors. You will work collaboratively with Supervisors and Managers to manage these client relationships confidently and professionally.

This role also offers the opportunity to work within a supportive, friendly team, providing guidance and collaboration while developing your skills across a diverse client base.

### The Successful Candidate

The ideal candidate will bring:

- Over **2 years' experience** in a similar bookkeeping role
- Full Australian working rights
- Strong proficiency in bank reconciliations, IAS, BAS, and payroll with minimal supervision
- A positive, innovative attitude and excellent written and verbal communication skills
- The ability to work effectively both independently and as part of a team
- Strong time management skills, with the ability to meet deadlines efficiently under pressure
- Motivation and eagerness to learn and take on new tasks

You will thrive in a dynamic environment where attention to detail, professionalism, and client focus are valued.

## Team Member Benefits

We're proud to offer a supportive and engaging workplace that values both professional growth and personal wellbeing. In fact, we've been formally recognised nationally as '*Wellness Program of the Year*', reflecting our ongoing commitment to building a positive, people-focused culture. Benefits include:

- **Supportive, fast-paced team environment** - collaborate with amazing colleagues who are always happy to help
- **Flexible work hours** - to support work-life balance
- **Day off for your birthday** - celebrate you!
- **Complimentary gym membership** - stay active and healthy
- **Social club & team events** - have fun and build connections with your colleagues
- **Wellness program** - initiatives to support your mental, physical, and emotional wellbeing
- **Monthly training and career development opportunities** - to support your professional growth and progression
- **Friendly, collaborative teammates** - a positive culture where your contribution is valued

## Why Join Us?

This is an exciting opportunity for a motivated bookkeeper to develop their career in a professional yet people-focused environment. You'll gain exposure to a diverse client base, work closely with experienced professionals, and be part of a team that genuinely values learning, growth, and wellbeing.

## How to Apply

Please send your CV to Emily Peers at [epeers@yieldadvisory.com.au](mailto:epeers@yieldadvisory.com.au)