



## **POSITION DESCRIPTION**

<b>Title</b>	<b>Corporate Secretarial / PA to Directors</b>
<b>Reporting to</b>	<b>Directors</b>

## **POSITION SUMMARY**

To meet the business' needs by attending to client service and administrative requirements.

## **POSITION RESPONSIBILITIES**

### **Personal Assistant Duties**

- SMSF Collations and Auditor Liaison
- ABN & TFN applications as requested by Directors
- SMSF Rollovers and consulting as requested by the Directors
- Letters, correspondence, reports and other documents as required
- Liaise with PA to Accountants and CSM on tasks as required
- Drafting, amending and sending out Invoices to Clients

### **Specific Responsibilities**

- Provide assistance to Accountants on tasks as allocated.
- Third answer of all incoming telephone calls and take messages or direct as requested, turn answering machine on and off daily
- Preparation of Consulting Files for meetings or as directed
- Corporate Secretarial Management – CAS360
- Management of Annual Company Statements and invoicing
- Company / Trust Orders
- Corporate ABN / TFN Applications
- Third Monitor “reception” email inbox and answer or forward on to relevant team member as required
- Third Monitor “accounting” email inbox and answer or forward on to relevant team member as required
- Management and submission of ATO Remission and Deferral Requests.
- Job and File Closure procedure
- Second to Management of Trust Account
- ATO Phone calls – outgoing / ongoing
  - ITR's / Refunds
  - Re-issue ITR's / BAS's
  - ASIC Business names – Renewal / Transfer Request / Registration

## **General**

- Answer any client queries and other information as required
- Admin support to Business Manager as required
- Assist with collations as backup to PA
- Complete timesheet daily
- Data entry

## **POSITION COMPETENCIES**

- Displays a reasonable knowledge and understanding of a professional office environment
- Demonstrated interest in pursuit of following an administration career with a genuine interest in business activities
- Displays each of the following attributes – excellent work ethic/ dedication/ punctual/ initiative/ personality/ pro active/ attention to detail/ organised
- Confident enough to develop client relationships and build rapport with staff, business partners and clients
- To keep their work place and work environment in a professional, clean and tidy manner

## **POSITION QUALIFICATIONS**

- No formal qualifications are required for this position, however studies in Business Administration would be highly regarded

## **POSITION EXPERIENCE REQUIRED**

- Proven experience in a professional office environment
- Proven experience with a busy multi-line telephone system
- Excellent use of office software such as Microsoft Office, Excel, Word and Outlook
- Sound knowledge of general administration processes
- Proven typing ability
- Proven experience in accounts receivable or payable
- Maturity and responsibility

## **POSITION EXPERIENCE DESIRED**

### **All Team Members will have knowledge of and/or experience using:**

- How Now
- Workflow Max
- XERO
- Quickbooks/ MYOB – File
- ATO Portal
- BGL SimpleFund (where applicable)
- Tax Correspondence/ BAS Spreadsheet
- GST/ PAYG – Background
- Workflow spreadsheet
- Accounting/ Tax Workpapers
- Binding/ Printing/ Scanner
- Procedures – incl. Sending Faxes, lodgements, CC

- Investment – Dividends (basic franking explanation, etc),
- Checklist of Client Information
- ATO Applications/ New TFN, etc
- BGL
- Basic Bookkeeping
- Timesheets
- Draft & Prepare Bills