



**StoneConsulting**

## **PART TIME OR FULL TIME BOOKKEEPER REDLANDS**

Stone Consulting is currently seeking to employ another bookkeeper in our Cleveland office this October/November 2015. Below are some of the details:

### **General Overview**

- Flexible hours with some work at home, some in our office and some at client's premises.
- Need to be prepared to commit to work minimum of 30 hours a week; although we are happy for you to build up to 38 hours a week – if you want to.
- We expect (if you want 38 hours) this will build up around February 2016.
- May suit working parent, but hours to be maintained during school holidays.
- Need to work one full day in the office (8am to 4pm); this is a Monday presently.
- Permanent casual – rate to be negotiated and relevant to skills and experience with option to move to permanent part time after 3 months.
- Must have a car to visit local clients; other work from our office or your home office.

### **Who we are, what we do and why we need you**

- Stone Consulting is a National bookkeeping company which started 15 years ago by its founder in the Redlands. Head Office is in the Redlands (Cleveland), with operations in Sydney, Gold Coast & Cairns.
- We service micro, small and medium sized businesses in a range of industries.
- We provide bookkeeping, training, consulting & BAS services.
- The majority of our team have reached full capacity; now is the time to find another great team member to come on board and help with the workload.

### **Skills & Abilities**

- Solid MYOB & Xero experience – Xero is an absolute must
- Eye for detail
- Love of variety, as you'll assist numerous different clients
- Passion to help others
- Ability to thrive on flexibility and adaptability
- Strong, current and local (Australian) bookkeeping experience
- Great people skills
- Super self-organised but willing to follow set processes & systems
- Keen to learn new things; we regularly train team to up-skill

## Duties Comprise

- Bookkeeping on MYOB & Xero (need minimum 5 years bookkeeping experience)
- Some one-on-one training with clients
- Health check of client files (training provided)
- Assisting clients with budgets, KPI's, systems and processes
- On and offsite work
- BAS Lodgements (if you are licensed; licensing is a plus, but not critical)

## Application Instructions

- Applications are via email only to [rebekah@stoneconsulting.com.au](mailto:rebekah@stoneconsulting.com.au)
- Feel free to check out our website to get a feel for us as a business, but please don't ring the office to apply.
- Include 2 written references, plus 3 names and numbers of referees we can call if you are shortlisted.
- Please indicate in your cover letter whether or not you need to give notice, and if so, how much.
- Please provide an indication of what (casual) hourly rate you are seeking as an employee.
- Be sure to tell us which accounting programs you have used, and your level of skill on each.
- We do maintain high standards, and will perform testing, so please only apply if you know you have the skills and experience to do this job well. We want team who will be around for years, not months, so we do spend extra time in the recruitment process to get the right person and ensure it's a great fit for both us and the new team member.
- At Stone Consulting we provide support, training and mentoring of our team to help you reach your potential. Join an award winning team.

**[www.stoneconsulting.com.au](http://www.stoneconsulting.com.au)**

*Be part of a strong and growing National company – Australian owned & operated since 2000*

**Need to up-skill? Join our mini group training classes on MYOB or Xero - affordably priced; monthly. Enquire to [admin@stoneconsulting.com.au](mailto:admin@stoneconsulting.com.au)**

**Started a new job and the MYOB or Xero file at work is a mess? Stone Consulting would love to assist you (and your new employer) with getting this on track with a file Health Check, training and support**