

Accounts Clerk



My client is searching for their next trusted Accounts Clerk to join their team in the tranquil township of Huonville. The business is a reputable and well known legal firm that has been in operation for over 30 years.

Offering specialised services, Baker, Wilson, Davies Lawyers also pride themselves on being highly personalised and community minded. This results in a positive and close knit team who regularly participate in various community and social events.

The Position

The position of Accounts Clerk is one that requires complete trust and honesty, technical knowledge, a team player and someone who is comfortable working autonomously.

Duties include and are not limited to:

- BAS
- Payroll
- Creditors
- Data entry
- Settlements
- Debt collection
- Firm and Trust Accounts
- Liaison with the firms Accountant
- Reconciliation and monthly reporting to Partners

The position is flexible part/time but potentially full time dependent on the successful candidate and needs of the business.

We are looking for someone who not only has the amazing technical knowledge but also someone who has a high level of integrity and will complete the required functions in an ethical and confidential manner. The role requires someone who has excellent communication skills and is approachable.

This position offers a competitive salary, an exceptional lifestyle in a beautiful part of Tasmania with a firm that has proven retention of staff due to their employee value proposition.

To find out more or if you would like a confidential discussion, please contact Brooke on 0425 852 088. Please apply with a covering letter and resume directly to brooke@engagehr.com.au.



