

Bookkeeper/Admin - Work from Home - Brisbane based

Full Time Roll 12 months Fixed Term with potential to become a permanent position.

What we do

Sieverts is made up of a specialised group of Medical Physicists who travel nationally, providing radiation safety compliance and consultancy to clients using x-ray machines, in line with the latest advice in legislative standards of radiation protection authorities across Australia.

For more information and an example of the services Sieverts provide see the short video about QLD compliance requirements below.

About us

We are a close-knit team and our strong connection is something we are very proud of. We are passionate about promoting clear communication, sharing ideas, providing opportunities for feedback and continuous improvement. While working hard and taking our work very seriously we take every opportunity for fun and love what we do.

About you

We are looking for a highly motivated candidate to assist our growing company to deliver high-quality efficient accounts support to our staff and clients. This is an exciting new role, bringing our bookkeeping in house. As a remote worker, in our virtual office, initially you will learn our accounting functions & admin processes and, in time, take responsibility for all aspects of the company's bookkeeping, in liaison with our accountant. You will be responsible for the oversight of accounts payable/receivable, reconciliations, reporting, payroll, some HR & fleet car management and other accounts and administration tasks.

Reporting to the Operations Manager, this role will suit a candidate who:

- Has a high attention to detail and a proven track record for providing a high quality, efficient and consistent accounts support in a similar role
- Has strong and proven experience in professional communication
- Is comfortable working with people mostly over the phone
- Is comfortable working with new technology, willing to learn and try new apps and integrations
- Has a proven ability to learn quickly and grasp technical language
- Able to take initiative and have flexibility to set up new systems to manage workflow
- Be able to work as a team player and being a small business, be able to assist in various aspects of administration that may come up from time to time.

Essential criteria

- Minimum 2-3 Years Bookkeeping experience with Xero/similar
- Completed a certificate IV or higher in bookkeeping or accounting
- Accounts Payable & Receivable
- Maintaining Payroll Records, including Annual, Sick/Personal Leave and LSL
- Preparing and Lodging Payroll Tax, Workcover, Superannuation & BAS
- Preparing EOFY requirements
- Reconciliations, understanding profit & loss sheets
- Maintaining and keeping accurate records
- A high level of competency with Microsoft Office suite particularly Excel

- Have experience in managing trust accounts
- Own transport to attend regular Brisbane based meetings
- Own laptop and stable internet connection

Desired

- Preferred experience with Gocardless, Paypal, Stripe, Hubdoc software
- Experience using Capsule or similar CRM
- Experience working in the medical industry

Initial training to be in our offices, progressing to WFH full time once you have graduated!

Remuneration

Sieverts will offer a competitive salary to the right candidate based on experience and qualifications, including super contributions.

Culture

Sieverts Radiation has a unique working culture that is both cooperative and collaborative. People with initiative and conscientiousness in doing the right thing will thrive working with us. We provide a high level of autonomy of doing your work yet have a degree of accountability to ensure that work is done. We value the contribution of each and every team member. The successful candidate will have the opportunity to join a dynamic team which will utilize technology to get work done and be part of a team.

Benefits of working for Sieverts

Friendly team, flexibility in working from home, access to excellent support and on-the-job training, high level of communication with co-workers.

Your application

In your cover letter, let us know your skills and experience, including what excites you about this position and the possibility of joining our team. We can't wait to hear from you!

For more information go to sieverts.com.au or email Sheena at admin@sieverts.com.au.