

# Hanlons Admin & Finance Officer

Work Hard, Get Dirty, Do what you love.

Take responsibility for the smooth running of our small office where your professionalism, initiative and office skills will be welcomed. You will have plenty of room to be creative and management is always open to new ideas.

## About the role

Your permanent part-time role will include providing a full range of office duties, including bookkeeping, processing pays, superannuation and preparing BAS. You'll be expected to work a 24-hour week with additional hours during peak periods.

This position will suit you if you have good interpersonal skills and office experience. You need to be self-directed and have organisational, time management and problem-solving skills.

## Applicants must have:

- Proficiency with MYOB AccountRight or similar accounting packages and be proficient in payroll, bookkeeping and preparing the BAS
- Proficiency with Microsoft Office Suite
- Excellent interpersonal, oral and written communication skills
- A positive disposition

## Not essential:

- HR Administration

## About us

Located in Tamworth, the New England region of NSW, we are within comfortable travelling distance of Newcastle, North Coast, Sydney and Brisbane. With four distinct and stunning seasons combined with affordable living, it's an enviable lifestyle location.

## How to Apply

Applications outlining qualifications and demonstrating how your experience and skills match the job requirements are due by 26th February 2021.

Applications with a cover letter, resume and statement to be submitted by email at [ksmith@hanlonsconsulting.com.au](mailto:ksmith@hanlonsconsulting.com.au)

**For a confidential discussion or to obtain further information please contact Katrina Smith on (02) 6762 4411.**

*Only candidates with the right to work in Australia will be considered for the position.*

**Mitchel Hanlon Consulting Pty Ltd**

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