



Corporate Compliance Coordinator & Assistant to Principal Partner

Position Title	Corporate Compliance & Assistant to Principal Partner
Employment Type	Full Time (Flexible / School Hours)
Salary	\$70K + Super + Performance Based bonus
Location	Norwest, Sydney
Commencement	Immediate Start
Reviewed By	Principal Partner & People and Culture Manager

About M G Arthur & Associates

We are an award-winning high performing accounting firm, where highly skilled Professional Advisors specialize in business accounting, tax and SMSF consultancy, dedicated to delivering exceptional value to their HNWIs and SMEs. With decades of combined experience, we play a pivotal role in helping clients achieve their financial goals in today's dynamic business landscape.

The energy and enthusiasm our team brings make our office a pleasant and rewarding place to work. Our workplace culture is built on integrity, respect, teamwork and continuous improvement, with a close eye on the well-being of team members. We recognize team members for their leadership at every level, encourage both professional and personal growth and provide mentorship. Free

from negativity, we enjoy regular team building activities, great collaboration and flexibility. Careers thrive here!



Position Purpose

The primary purpose of the Corporate Compliance Coordinator & Assistant to Principal Partner is to work across both corporate compliance and executive support functions. You will oversee the firm's ASIC and ATO-related compliance matters while providing direct, day-to-day assistance to the Principal Partner in managing business operations. This includes liaising with lawyers and advisors on key legal & tax advisory matters.

Reporting Relationships

Reports to Principal Partner

Stakeholders

- Managing Partners
- Sydney Accounting & Admin Team
- Overseas Accounting & Admin Team
- Clients
- ASIC, ATO & other government authorities
- Legal Professionals & Third-party external providers and advisors



How you will contribute to the team

- Provide daily support to the Principal Partner, assisting with business management tasks, scheduling, and workflow coordination.
- Review contracts, engagement letters, and advisory documents prepared by professional staff to ensure accuracy and compliance.
- Manage the formation of entities, including companies, trusts, SMSFs, and other business structures.
- Liaise with Lawyers and external stakeholders as needed for both client and practice matters.
- Manage ASIC-related secretarial functions, including preparing and lodging Forms 484, 362, and other statutory filings and handle business name registrations, transfers, and cancellations etc.
- Liaise directly with clients and assist the compliance team, as needed, in addressing ATO and other client or compliance-related matters.
- Oversee the practice's social media management by liaising with the offshore team.

What makes you a great fit

- High attention to detail and accuracy. You'll be the firm's key point of control for ASIC and corporate compliance matters.
- Strong sense of maturity, integrity, and professional discretion when handling sensitive information.
- Excellent written and verbal communication skills in professional manner.
- Proactive mindset with the ability to anticipate needs and take initiative.
- Strong organisational and problem-solving skills, with the ability to manage multiple priorities.
- Tech-savvy with proficiency in Microsoft Office and relevant practice management or corporate registry software such as BGL360, XPM, Trello, Confluence, ASIC Connect, Annature, etc.
- Prior experience in corporate compliance, ASIC administration, or executive support within a public practice environment is advantageous, or alternatively experience in legal field.

We are also open to the right candidate without substantial prior experience as full on-the-job training will be provided. Bring an open mindset, a willingness to learn new things, and the ability to adapt in a dynamic professional environment.



M G ARTHUR & ASSOCIATES

Chartered Accountants | Tax and Business Advisors

What You Will Get

- A flexible work environment with work-life balance.
- An allocated offshore support resource to assist with day-to-day tasks.
- The opportunity to work closely with a Principal Partner, gaining invaluable insight into practice management and leadership.
- A collaborative, high-performing team culture that values initiative and growth.
- Ongoing professional development and mentorship within an established, reputable firm.
- Periodical team events with the motto of 'work hard, play hard'. Check out our social media for news on what we've been up to.