



Compliance Coordinator – Part Time to Full Time

Position Title	Compliance Coordinator
Employment Type	Part Time to Full Time
Flexibility offered	Flexible Hours / School Hours
Salary	\$70 + 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 specialise 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 recognise 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 Compliance Coordinator is to provide support to the Compliance Manager in all compliance matters, including ATO lodgments, deferrals, remissions, payment plans, registrations, etc.

Reporting Relationships

Reports to Manager

Stakeholders

- Sydney Accounting & Admin Team
- Overseas Accounting & Admin Team
- Clients
- ATO, and other government authorities
- Third party external providers



How you will contribute to the team

- Manage compliance matters by communicating directly with clients and ATO.
- Keep track and lodge ATO lodgments including EOY, ITR, SMSF, BAS, IAS, QPIN, etc .
- Manage deferrals where needed, payment arrangements, remission requests, quarterly variation instalment, various ATO registrations and other ad hoc matters relating to ATO.
- Provide support for formation of companies, trusts and SMSFs, and maintain related documentation.
- Provide general practice administrative and shared hospitality support.

What makes you a great fit

- Excellent written and verbal communication in a professional manner.
- High attention to detail and effective problem-solving skills.
- Strong sense of maturity, integrity, and professional discretion when handling sensitive information.
- Eagerness to learn, grow, with a desire to deliver exceptional client service.
- Confidence to meet clients and foster professional relationships.
- Tech-savvy with proficiency in Microsoft Office and relevant practice management software such as XPM, Trello, Confluence, Annature, registry software such as
- Ability to multi-task and prioritise in a dynamic environment, taking ownership of your role
- Ideally 1–2 years of experience in public practice, with familiarity in ATO processes.
- Prior experience in engaging with / for ATO or other government bodies will be advantageous, or alternatively experience in a professional environment.

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.

What You Will Get

- Flexible work options, including school-hour scheduling.
- Competitive salary, potential annual bonuses, and support for your professional development.
- Work close to home and avoid the city commute and enjoy true work-life balance.
- An allocated offshore support resource to assist with day to day task.
- A collaborative, high performing team culture that values initiative and growth.
- 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.