



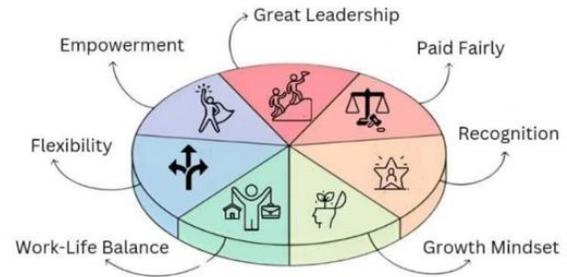
Assistant to Principal Partner

Position Title	Assistant to Principal Partner
Employment Type	Part Time to 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!



Join us and Complete your Pie

Position Purpose

The primary purpose of the role is to provide admin support function to the Principal Partner and provide support to the Senior Management team in business development areas. You will be providing direct, day-to-day assistance to the Principal Partner in managing business operations and keeping track of the progress of business development initiatives of the senior management. This role includes liaising with various stakeholders including lawyers and advisors on key legal & tax advisory matters.

Reporting Relationships

Reports to Principal Partner

Stakeholders

- Managing Partner and leadership team
- 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, ensuring timely delivery of jobs to client satisfaction.
- Review contracts, and advisory documents prepared by professional staff to ensure accuracy and compliance.
- Liaise with Lawyers and external stakeholders as needed for both client and practice matters.
- Follow up with team members in matters relating to jobs and client delivery for timely and efficient delivery and service.
- Provide support to Senior Management team with change management and other business development initiatives by executing decisions, keeping track of the progress of various projects and reporting back.
- Oversee the practice's social media management by liaising with the offshore team

What makes you a great fit

- Strong sense of maturity, integrity, and professional discretion when handling sensitive information. You'll be the Practice's key point of control on executive matters and projects.
- High attention to detail and accuracy.
- Excellent written and verbal communication skills in a 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 strong ability to understand and learn new software and applications.
- Prior local experience in either Accounting, Tax, Finance, Mortgage or legal environment is essential.

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.
- 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.
- Opportunity to grow into Executive Assistant position.
- The opportunity to be part of new initiatives and play a key role in implementing projects and change management.
- A collaborative, high-performing team culture that values initiative and growth.
- Ongoing professional development and mentorship within an established, reputable firm.
- Periodical team events and team retreats with the motto of 'work hard, play hard'.
Check out our social media for news on what we've been up to.