



Compliance Coordinator & Corporate Secretarial Support

Position Title	Compliance Coordinator & Corporate Secretarial Support
Employment Type	Full Time
Working Rights	Must be an Australian citizen, PR or Foreigner with a valid working visa <u>and</u> local Drivers License
Salary	\$80K-\$90K+ depending on experience+ 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 & Corporate Secretarial Support is to provide support to the Compliance Manager in all compliance matters, including ATO lodgments, deferrals, remissions, payment plans, registrations, etc, as well as supporting the Corporate Secretarial services the Practice provides.

Reporting Relationships

Reports to Compliance 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 instalment variations, various ATO registrations and other ad hoc matters relating to ATO.
- Provide support to the Corporate Secretarial Service where needed in the formation of companies, trusts and SMSFs, and maintain related documentation, including updating ABR & ASIC with various changes eg. Shareholders, address, etc
- Provide general practice administrative and hospitality support when needed.

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 , Annature, Ignition etc.
- 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 with ATO portal, ABR & ATO processes.
- This position requires a certain level of Access to the Government Portal, hence you must be an Australian or Permanent Resident or a Foreigner (with passport linked to a valid Aus visa) WITH an Australian Drivers License.

What You Will Get

- 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.