



ATO Compliance Coordinator

Position Title	ATO Compliance Coordinator
Employment Type	Full Time
Working Rights	Must be an Australian citizen, PR or Foreigner with a valid working visa and local Drivers License
Salary	\$80K-\$100K+ depending on experience+ Super + Performance Based bonus
Location	Norwest, Sydney
Commencement	Immediate Start
Reviewed By	Managing 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 ATO Compliance Coordinator is to be responsible for all compliance matters, including ATO lodgments, deferrals, remissions, payment plans, registrations, etc.

This role is supported by a strong overseas team and is a very technology driven role. The Coordinator manages the overseas team to ensure the delivery of high-quality output, using AI vehicles to improve efficiency.

Reporting Relationships

Reports to Senior 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 area of Corporate Secretarial Services in the formation of companies, trusts and SMSFs, and maintain related documentation, including updating ABR & ASIC with various changes.
- 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.
- Experience in public practice, with familiarity with ATO portal, ABR & ATO processes are essential.
- Tech-savvy with proficiency in Microsoft Office and relevant practice management software such as XPM, Trello , Annature, etc, and more importantly AI vehicles to improve efficiency.
- Ability to multi-task and prioritise in a dynamic environment, taking ownership of your role.
- 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.