

SENIOR BOOKKEEPER

- **Want to work within a professional team environment?**
- **Brand new CBD offices with a young, friendly and passionate team**
- **Flexible hours**

Jaquillard Minns is a progressive chartered accounting firm. We believe in close alliances with our clients. Every business is different and our approach and advice are tailored to suit each client's individual situation.

We now have an opportunity for a senior bookkeeper, with recent experience in a similar role, to join the team. Your primary responsibility will be to handle all bookkeeping for Jaquillard Minns and its associated company, SuperGuardian. Our Bookkeeper also provides some MYOB support to clients of the firm.

As well as recent, relevant, experience, you will also need to have an advanced knowledge of MYOB, a good knowledge of accounting standards as well as month end procedures, be skilled in the use of Word and Excel and demonstrate effective interpersonal skills.

Although you will be required to work five days a week, some flexibility can be negotiated in the daily hours (eg 9.30am to 3.00pm) to suit your personal commitments.

Enquiries can be directed to Phil Jaquillard on 8221 6551.

Applications, marked for the attention of the Human Resources Advisor can be emailed to kerry@jaqminns.com.au or marked "Private and Confidential" and posted to

The Human Resources Advisor
Jaquillard Minns
65 Gilbert Street
Adelaide SA 5000