

POSITION DESCRIPTION

BOOKKEEPER

PO Box 74, Camperdown 3260

mriches@sinnotts.com.au

Position Title Bookkeeper

Employment Type Full Time

Position Overview Sinnotts Accountants is seeking a skilled and motivated Bookkeeper who can manage client bookkeeping with excellence and develop into a leadership role within our growing firm. This position offers an opportunity to contribute both technically and strategically – overseeing bookkeeping operations, mentoring junior team members, and supporting workflow across multiple teams. The role suits a confident professional who enjoys client contact, values accuracy, and wants to grow into a leadership position over time.

Key Responsibilities

Bookkeeping & Client Management

- Manage end-to-end bookkeeping for a portfolio of clients using Xero.
- Process accounts payable, receivable, payroll, and reconciliations.
- Prepare and review BAS, IAS, and Superannuation lodgements.
- Ensure accurate coding, GST treatment, and compliance with ATO requirements.
- Liaise directly with clients to resolve queries and provide ongoing bookkeeping support.
- Review junior bookkeepers' work for accuracy and provide feedback as needed.

Leadership & Team Development

- Mentor and guide bookkeeping staff, assisting with training and workflow organisation.

**Key
Responsibilities
(cont.)**

- Over time, take responsibility for supervising daily bookkeeping operations within the firm.
- Support the Business Manager in resource planning, task allocation, and performance monitoring.
- Contribute to building a positive, collaborative team culture aligned with Sinnotts' values.

Systems & Workflow Management

- Maintain client files and records using SharePoint and ensure all documents are stored according to Sinnotts' standards.
- Update client and job information in Xero Practice Manager (XPM).
- Manage workflow using XPM and ensure tasks are completed on time.
- Assist in streamlining processes, improving consistency, and leveraging automation tools.

Practice Support & Continuous Improvement

- Support accountants in preparing financial statements and reports.
- Identify opportunities to enhance client service delivery through technology and process improvement.
- Participate in internal projects to improve bookkeeping efficiency and reporting accuracy.
- Uphold data security, confidentiality, and quality standards across all client engagements.

**Skills and
Qualifications**

Essential:

- Minimum 4–5 years' bookkeeping experience (public practice preferred).
- Advanced proficiency in Xero and solid understanding of GST, PAYG, STP, and payroll compliance.
- Strong client communication and relationship management skills.
- Proven ability to manage multiple priorities and meet deadlines.
- Excellent attention to detail and problem-solving ability.

Desirable:

- Certificate IV or Diploma in Bookkeeping / Accounting (or higher qualification).
 - Supervisory or mentoring experience.
 - Familiarity with accounting firm workflows and compliance processes.
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Attributes

- Professional, reliable, and confident communicator.
- Positive and approachable leadership style.
- Proactive attitude with a focus on accuracy and efficiency.
- Team-oriented mindset with the ability to support and motivate others.
- Strong interest in career development and taking on greater responsibility over time.

Career Progression Path

This position is designed for a professional who aspires to grow within Sinnotts Accountants. With demonstrated performance, leadership, and initiative, the successful candidate will eventually oversee a team of bookkeepers and contributing to practice management.

Key Performance Indicators

- Accuracy and timeliness of client bookkeeping work.
- Quality of client communication and service delivery.
- Contribution to workflow efficiency and team training.
- Leadership initiative and collaboration across all teams.
- Continuous improvement and process innovation.

Location

19 Pike St, Camperdown OR
118 Koroit St, Warrnambool OR
13 Murray St, Colac

Reporting To

Directors and Business Manager

Apply in writing to mriches@sinnotts.com.au or
PO Box 74, Camperdown VIC 3260
Applications close 5pm Friday 14th November 2025

www.sinnotts.com.au

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