

## Client Liaison Officer

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Company: Moore Australia

Location: Perth

Category: business-and-financial-operations

### Description:

#### Administration Officer

We are seeking a Client Liaison Officer within our Tax and Business Advisory Division. This newly created position provides high level administrative support to the team of Accountants, Associate Directors, and Partners to ensure all quality assurance aspects of a client portfolio are met.

This position liaises regularly with the Australian Taxation Office (ATO), our valued Clients and key internal stakeholders across teams at various levels. Duties may include, but are not limited to:

Maintain regular communication between the Australian Taxation Office (ATO) and clients. Organise and prepare document packages for digital client signatures, ensuring compliance with internal and external guidelines and relevant legislation. Follow up as necessary to ensure timely completion of tasks.

Facilitate the setup of clients on cloud-based accounting software and provide necessary access.

Ensure timely and accurate setup of My Work papers for the division. Assist the division with tax reporting and lodgments, including monitoring returns and following up with clients, managers, and accountants to ensure completion within deadlines.

Coordinates activities related to ATO Mate, responding to queries or refers to the relevant

Partner/Associate Director/Manager to address.

Provides high level of administrative support to coordinate and draft the divisions reports, proposals, or presentations.

Arrange and coordinate meetings in conjunction with the team, Managers and Partners, in addition to minute taking.

## **About You**

You are technically proficient at Word, PowerPoint, and Intermediate Excel skills, with sound knowledge in use of MYOB, Xero and other cloud-based software or has an ability to acquire.

With well-developed communication skills (both oral and written) with the capacity to prepare reports and correspondence in clear and concise language and the ability to assimilate information from other, present information in a manner appropriate to the purpose and audience.

Sound judgement, critical thinking, you will also possess a high level of initiative and organisational skills, able to work on a variety of tasks across the firm to achieve results.

Your key strengths will be your highly collaborative approach, enabling you to work across teams, establish trusting business relationships.

A current national police clearance (within six months), Australian working rights and an ability to travel to various locations are essential.

## **Culture and Benefits**

The door will be open to rewarding work experiences within a genuinely professional environment. We celebrate your achievements, your individuality, and your choices.

You will have access to Global and progressive professional development programs to help you succeed in your career – not to mention, we offer a range of social and wellbeing activities.

We embrace diversity and are committed to providing equal employment opportunities for all. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, national origin, disability status, or any other characteristic protected by

law.

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