

Job Description

Graduate Accountant

Position Title:	Graduate/Cadet Accountant
Department:	Operations
Employment Type:	Full time/Part time
Location:	Warragul

Position Summary:

The successful candidate to this position will play an integral part of our Operations Team being responsible for a portfolio of clients. You will meet client expectations and compliance deadlines, while educating and advising on opportunities for improvement.

This position gives a great opportunity to further develop skills and grow within the business. Such candidates will provide continuous improvement and be efficient and effective within their role.

Organisation Overview:

blueprint4 (formerly known as Pursuit Advisers) is a provider of not only accounting and tax services, but business advisory and coaching, bookkeeping, and self-managed superannuation services. Having operated for over 10 years in the region, we deliver results by understanding what is important to local businesses.

As reflected in our Core Purpose, we strive to generate lifestyle choice and financial freedom for our clients by providing support and advice. At blueprint4, each day will offer you the opportunity to learn something new.

To learn more about us, visit our website at blueprint4.com.au

Core Purpose:

To build successful business that generates lifestyle choice and financial freedom.

Our Core Values:

Fun	Doing the little things that make others smile
Respect	Committed to understanding each other's needs
Integrity	Doing the right thing, even when no one is watching
Congruent	Learn it, live it, teach it
Kaizen	Constant and never-ending improvement

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Qualifications and Experience:

Essential -

- Bachelor's Degree in Business or working towards
- High level of organisation and communication skills
- Intermediate to advanced software experience with various computing packages (.e.g., Microsoft Suite)
- Ability to work with a high level of autonomy

Desirable -

- 1-2 years' experience in the Public Accounting Industry
- Experience and knowledge within the Financial Services (Accounting) Industry
- CA, CPA or IPA qualification in progress

Key Responsibilities

- Assisting senior team members in delivering services to clients
- Meet client compliance expectations in a timely manner
- Establishing and building strong relationships to retain and attract business clients
- In depth understanding of all service offerings
- Creation, implementation, and improvement of processes

To apply for this position, please send your Covering Letter and Resume to hr@blueprint4.com.au

A large, abstract graphic composed of several overlapping, semi-transparent geometric shapes in various colors: a large pink triangle pointing right, a purple triangle pointing left, a light green semi-circle, a light orange rounded rectangle, and a light blue square.