

# Epigroup

## Bookkeeper/Business Administrator recruitment ad

### Bookkeeper and Business Administrator

Based in Fremantle

*Bullets (if required [Seek]):*

- **Make this linchpin role your own at our awesome Freo office**
- **Provide business inspiration, not just business administration**
- **Enjoy excellent career potential and a competitive package**

**Are you as good with people as you are with figures? Are you as adept at spotting opportunities to shake things up as you are misplaced decimals? Good, because we're looking for an admin and bookkeeping whiz who'll provide business inspiration, not just business administration.**

That's how we've made a name for ourselves at Epigroup. By inspiring. By innovating. By helping companies like Shell, Woodside, South 32 and Alcoa operate carefully and smoothly. And that's what you'll do for us in your role at the heart of our friendly team in our awesome Freo office.

#### What it takes

We'll look to you to ensure our thriving business runs like a thoroughly lubricated machine, which will mean doing all the stuff you'd expect of a business admin linchpin:

- Managing the books in Xero and Workflowmax
- Paying accounts and preparing invoices, receipts and BAS records
- Processing payroll and maintaining employee records
- Conducting bank reconciliations and financial reporting

But you'll also advise our management team on how we can do things better. That's why, in addition to 2-5 years' relevant experience, exemplary bookkeeping skills and a hawk-like eye for detail, you'll need bags of ideas and enthusiasm.

#### What you'll get

In return, you can expect a generous remuneration package and all the support and autonomy you need to fulfil your potential as our growing business goes from strength to strength across Australia.

**To register your interest in this unique role, please send your CV, along with a cover letter/email explaining why you think you're the right man or woman for the job, to [\(insert application details\)](#).**

