



STE FINANCIAL • ST360 POSITION DESCRIPTION

Position description

Senior bookkeeper

The scope, responsibilities and measures of success for the person who owns the day-to-day accuracy of our clients' books.

ROLE

Senior bookkeeper

REPORTS TO

Partners

TYPE

Part time

Option to increase hours over time

BASED

Kingscliff



Purpose of the role

Why this position exists

STE Financial is a Kingscliff practice that pairs accounting and tax with mortgage broking under one roof. We are accountants with a difference: your full circle finance team. Our partners cover both sides of the picture: Mark Moore is a licensed mortgage broker and Craig Hughes is a CPA, so clients get their accounting and their finance advice from the same two people. Our clients are small business owners on the Tweed Coast who want their books handled properly and explained in plain English.

The senior bookkeeper owns the accuracy and rhythm of our clients' day-to-day books. You run the bookkeeping, payroll and BAS cycle end to end across a portfolio of clients, keep our Xero files clean and reconciled, and make sure nothing is late or unexplained. You are also the person clients ring when something in their numbers does not look right.

This is a senior seat in a small team, so it comes with real ownership: your own portfolio, input into how we build and improve our processes, and the chance to mentor junior team members as we grow. You will work closely with the partners and the accounting team, with a genuine work-life balance and a flexible approach to how the work gets done.

We **simplify** the day to day, **transform** the systems behind it, and **empower** our clients to make confident calls about their business.

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Key responsibilities

What you own

- ✓ **Portfolio bookkeeping.** Own the full bookkeeping cycle for a portfolio of client files in Xero: coding, bank and credit card reconciliations, accounts payable and receivable, and month-end close.
- ✓ **Payroll.** Run accurate pay cycles including award interpretation, leave accruals, superannuation and Single Touch Payroll reporting, so every client's team is always looked after.

- ✓ **BAS and compliance.** Prepare and lodge BAS and IAS, manage GST and PAYG positions, and keep ATO obligations and lodgement calendars on track with no surprises.
- ✓ **Client relationships.** Be the first point of contact for your clients: answer queries in plain English, chase what you need without friction, and flag issues before they become problems.
- ✓ **Reporting handover.** Deliver clean, reviewed files and management reports to the accounting team, with cash flow inputs and commentary the partners can advise from.
- ✓ **Systems and process.** Improve and document our bookkeeping workflows, onboard new clients onto our standard Xero setup, and keep our app stack working the way it should.
- ✓ **Review and mentoring.** Review junior work, coach the team on our standards, and act as the technical go-to for tricky reconciliations and payroll questions.

02



Skills & experience

What you bring

ESSENTIAL EXPERIENCE

- ✓ Five or more years of Australian bookkeeping experience, ideally across multiple clients in a practice or outsourced setting.
- ✓ Advanced Xero skills, including payroll, bank rules, tracking categories and the common app integrations.
- ✓ Confident with GST, PAYG, superannuation and STP, and comfortable preparing BAS for review or lodgement.
- ✓ Cert IV in Accounting and Bookkeeping (or equivalent experience), with BAS agent registration or eligibility to register.
- ✓ Genuinely good with people: clear written and verbal communication, and the patience to explain things without jargon.
- ✓ Self-managing and deadline-driven, with the discipline to keep a multi-client workload on schedule without being chased.

MUST HAVE

Hubdoc

Job or project costing

Trades or construction clients

Hospitality awards

CRM management

Mentoring juniors

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The working rhythm

How the month is shaped

WEEKLY

Bank feeds reconciled, payables coded, pay runs processed, client queries cleared.

MONTHLY

Month-end close, balance sheet reconciliations, management reports to the team.

QUARTERLY

BAS preparation and lodgement, super obligations, client check-in calls.

YEARLY

Year-end file handover, payroll finalisation, workflow review and clean-up.

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What success looks like

How we will measure the role

- ✓ **First 30 days.** You know your portfolio, you have met your clients, and the weekly reconciliation and pay run cycle is running without hand-holding.
- ✓ **First 90 days.** Every file in your portfolio is current and reconciled, one BAS quarter is delivered on time, and you have flagged the clean-ups worth doing.
- ✓ **Ongoing accuracy.** Lodgements on time, reconciliations clean at month-end, and review notes trending down because the work lands right the first time.
- ✓ **Happy clients.** Clients say they feel across their numbers, queries are answered quickly, and nothing arrives as a surprise at BAS or year end.
- ✓ **A better system.** Our bookkeeping process is documented, consistent across clients, and a little faster each quarter because you improved it.

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What we offer

Why this seat is worth taking

- ✓ A senior seat with real ownership of your portfolio and a direct line to the partners, not a layer of middle management.
- ✓ Flexible hours and a genuine work-life balance. Life is too short to sweat the small stuff, and we do not measure people by hours at a desk.
- ✓ A tight-knit Kingscliff team that brings personality to the numbers, with the beach five minutes from the office.
- ✓ Supported training, BAS agent registration and CPE, plus exposure to advisory and lending work as you grow.
- ✓ A salary that reflects senior experience, reviewed annually, and a say in how the bookkeeping side of the practice is built.

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Not the right fit if

What rules a candidate out

- ⚠ You need a single set of books and a fixed routine. This role juggles a portfolio, and priorities move week to week.
- ⚠ You would rather not talk to clients. Direct, friendly client contact is a core part of the job, not an occasional extra.
- ⚠ You are attached to desktop-era software or manual workarounds and resistant to cloud systems and automation.
- ⚠ Close enough is good enough for you. Our accuracy comes from real review and a genuinely careful eye for detail.
- ⚠ You need close supervision to stay on track. Seniority here means owning your deadlines and asking for help early.

Sound like you?

Send your CV and a short note about the clients you look after today. Tell us one thing you fixed in a messy set of books and how you did it.

APPLY

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