

# Gap Year Role

Martel Wheatley  
Dubbo, Dubbo & Central NSW  
Full time

Martel Wheatley is a growing Chartered Accountancy firm based in Dubbo. We provide tax, accounting and advisory services to our clients across NSW. We are a young, energetic and friendly firm providing business services to a varied client base.

We are looking for somebody to join our team in a **gap year role**, with the opportunity to extend (if applicable).

## The Person

1. **Experience and study are not required** – Martel Wheatley provide on the job training for all aspects of the role and are willing to discuss further study opportunities for the right candidate
2. Experience with Microsoft office products an advantage
3. Forward thinking and always looking to improve efficiencies
4. Strong organisational skills
5. Excellent customer service skills
6. Strong written and verbal communication skills
7. Australian citizenship

## The Role

1. Assistance with administration and reception
2. Bookkeeping for clients and preparation of monthly and quarterly reporting requirements
3. Preparation of individual income tax returns
4. Assistance with management of social media accounts, website and monthly newsletters

To register your interest, please submit a cover letter and resume to [admin@mwata.com.au](mailto:admin@mwata.com.au)