

RECEPTIONIST / ADMINISTRATOR

[Roma Taxation Services]

FULL TIME

Join our Team

Location : Roma, Queensland 4455

Reports to : Kerri-Leigh Beck, Director/Tax Agent - Roma Taxation Services

About Roma Taxation Services

Roma Taxation Services is a locally owned public practice accounting firm supporting small businesses, primary producers, and individuals across Roma and regional Queensland. We focus on practical advice, strong relationships, and straightforward communication.

Our clients rely on us not just for compliance, but for guidance that helps them run better businesses and make confident financial decisions. We understand regional industries and take a down-to-earth, solutions-focused approach to accounting and advisory.

Our Approach

At Roma Taxation Services, we value:

- Practical advice over complexity
- Relationships over transactions
- Reliability and honesty
- Supporting regional businesses and families

We aim to make accounting understandable, useful, and genuinely supportive for our clients.

Professional Standards

Employees of Roma Taxation Services are expected to:

- Maintain strict confidentiality.
- Act with integrity and professionalism.
- Comply with ethical standards of the Institute of Public Accountants (IPA).
- Commit to ongoing professional development.

Work Health & Safety

All employees must comply with workplace health and safety policies and contribute to maintaining a safe and respectful workplace.

Position Purpose

Our continued growth means that we currently have an opportunity available for a full time Receptionist / Administrator to join our team here at Roma Taxation Services. As the first point of contact for many of our clients enquiries, the ideal candidate would need to be a friendly individual, who enjoys working in a team to help our clients achieve their goals.

Key Responsibilities

Job Tasks and Responsibilities

Your job tasks and responsibilities include but are not limited to:

- Attending to all incoming phone calls and emails
- Greeting clients at reception in a friendly and professional manner
- Accounts receivable processing
- Opening/closing client files, scanning, filing and photocopying
- Liaising with third party organisations including the Australian Taxation Office
- Mail and correspondence processing
- Maintaining a professional and orderly office environment (including general cleaning)
- Providing support to our entire team with various administrative tasks as directed daily

Skills & Experience

The successful candidate will have:

- Basic office skills
- Competent with Microsoft Office and computers
- Current drivers licence and car will be required
- Personable and confident with strong attention to detail
- Self-starter with exceptional organisation and time management skills
- Enjoy taking on tasks as directed and achieving results swiftly and accurately
- Previous experience as receptionist or similar will be highly regarded but not necessary
- All training will be provided to the successful applicant

How to apply

Contact us

Send us through your resume including a cover letter via email at admin@romatax.com.au.

Alternatively should you wish to discuss this role in more detail, please connect with us by phoning our office on (07) 4622 1818 or make an appointment to visit us at 21 Major Street, Roma Qld 4455.