



## Trainee Bookkeeper and Administration Clerk

### The opportunity

An opportunity has arisen for an enthusiastic Trainee Bookkeeper and Administration Clerk to join our team in our Cairns office. The role is based within the firm's accounts team.

We are passionate about delivering exceptional legal services to the region and fostering a supportive and collaborative work environment. If you are eager to kickstart your career in bookkeeping and administration, we want to hear from you!

In this role, you will have the opportunity to further develop your professional skills in a dynamic and supportive environment.

Key responsibilities include:

- day-to-day bookkeeping tasks, including data entry, invoicing, and reconciliations
- Keep our office running smoothly by managing supplies and maintaining an organised work-space
- Support our team with filing, photocopying, and other administrative duties; and
- Provide invaluable assistance to our legal team as needed

### Our firm

Miller Harris Lawyers has been in business in Far North Queensland for over 30 years and is one of the region's leading law firms. We provide commercial, property, litigation, dispute resolution, family law and estate planning legal services to a broad range of clients from our offices situated in the Cairns CBD and Mareeba. Our people are at the heart of our business success and our strategy is underpinned by our philosophy of investing in and developing our people to ensure they reach their full potential.

*If you enjoy numbers and have a keen interest in finance and business, we would love to hear from you!*

### Who we are looking for

We are looking for a candidate who has:

- High school diploma or equivalent; additional qualifications in bookkeeping or administration are a bonus
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Strong organisational skills and a keen eye for detail
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- A positive attitude and a willingness to learn and take on new challenges; and
- High standards of professionalism

### Benefits

- Comprehensive training and mentorship to help you succeed
- A supportive and collaborative work environment where your growth is our priority
- Exciting opportunities for career advancement and development

### How to apply

To apply for this opportunity, please email your covering letter and resume to [hr@millerharris.com.au](mailto:hr@millerharris.com.au) (all applications are treated confidentially). Please reference "Trainee Accounts Clerk" in the subject line of your email.