



## Join Our Team! My Two Cents Accounting is Seeking a Practice Manager

Are you an experienced tax accountant with exceptional organisational skills and a passion for driving efficiency? Look no further! My Two Cents Accounting, a female-led firm with a team of 12 talented ladies, is on the hunt for a Practice Manager to join our dynamic team.

### About Us:

At My Two Cents, we pride ourselves on our supportive and family-focused environment. With flexible working arrangements and a strong emphasis on work-life balance, we provide an ideal opportunity for mums seeking flexibility without compromising career growth. As a close-knit team, we offer a collaborative and nurturing atmosphere where every team member is valued and encouraged to thrive.

### Role Overview:

As our Practice Manager, you will play a pivotal role in managing our End of Year process, overseeing workflow, allocating tasks, and completing accounts as part of EOY responsibilities. Additionally, you will provide guidance and advice to clients and staff as needed, leveraging your expertise to support our team's success. Your organisational prowess and strong communication skills will be essential in liaising with our team of accountants and bookkeepers to achieve our filing targets. This role offers growth opportunities for driven individuals looking to advance their career in accounting. We understand the value of your expertise and are committed to offering competitive remuneration for the right candidate.

### Key Requirements:

- Minimum of 5 years' experience as a tax accountant
- Membership in ATAINZ, CCANZ, or CPA
- Exceptional organisational and planning skills
- Excellent communication skills and ability to collaborate with internal and external stakeholders

### Location and Flexibility:

While our base is in Mangawhai, this position offers the flexibility to work remotely. As long as you're highly communicative and committed to staying connected with the team, remote work arrangements are welcomed. The role would suit a contractor or part-time employee, with an expected commitment of around 20 hours per week.

### How to Apply:

If you're ready to take on this exciting opportunity and become part of our supportive team, we'd love to hear from you! Please submit your CV and cover letter to [support@mytwocents.nz](mailto:support@mytwocents.nz).

Join us at My Two Cents Accounting and embark on a rewarding career journey filled with growth, camaraderie, and meaningful work. Apply now and let's make a difference together!