



027 600 5794

info@livingbusiness.co.nz



I am seeking a bookkeeper to join the Living Business team as an independent contractor.

Living business offer Xero bookkeeping, payroll administration on iPayroll, Smartly and Xero Payroll, and consultancy on Xero, Xero Payroll, WorkflowMax and Unleashed. Our clients are throughout New Zealand, and increasingly in Australia and beyond. We are needing to grow the team as the business continues to grow steadily and most of us are at capacity.

All 7 of us live in Tauranga / Papamoa. We are all extremely reliable and professional and will go to great lengths to ensure we offer an excellent level of service.

- There is no obligation to take on work if it doesn't suit for any reason.
- We each choose the times we work, and have the choice to accept new clients or not.
- We back each other up during holiday breaks and times of personal emergency.
- We each have our own specialities and preferences for the type of work we enjoy.
- Each of us are responsible for the relationship with the clients we are providing a service for.
- We are not accountants, and support our clients relationship with their accountant. We don't do EOY and we are not tax agents.

If you are joining us, this is a relationship that will build over time as our client book continues to grow. There are no guaranteed minimum hours, it is simply a case of my work to match clients with the best person to do the job as work becomes available.

As the director of Living Business my role is to support our team in any way needed including backup, advice, support, and professional development.

It would be great if you lived in Tauranga / Papamoa because every now and then it's useful to be able to go onsite to meet a new local client. We also get together for a celebration once a year, locally, to do something really special.

I'm looking for the right person in terms of a mix of skills / experience / attitude. That means you might consider yourself a junior, intermediate, or senior bookkeeper. You will almost certainly have some formal qualification, unless you can show a long history of relevant experience.

You will know that joining Living Business as a contractor is absolutely the right thing for you, and will absolutely suit you. There is no rush and no work that suddenly has to be taken on. I'm just looking for the right person who will enjoy working with us and fit right in.

If this sounds like it might be you, then please contact me directly at helen@livingbusiness.co.nz and include a CV.

Many thanks, Helen.