

20 January 2017

Nick Cooper  
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**Position title:** File Accountant  
**Salary:** \$41,000 +  
**Closing date for applications:** 31 March 2017  
**Submit applications:** careers.adelaide@worrells.net.au  
**Start date:** ASAP



Dear Applicant

Thank you for your interest in the role of File Accountant with Worrells Solvency & Forensic Accountants.

**About us**

Worrells Solvency & Forensic Accountants is a national accounting firm specialising in solvency management, insolvency administration and forensic investigation. We have 24 partners and over 100 staff in 26 locations across Queensland, New South Wales, Victoria, South Australia, Western Australia and the Australia Capital Territory. Worrells Solvency & Forensic Accountants have now been providing high quality insolvency and related services for over 40 years. We are a rapidly growing firm with great opportunity for growth and career advancement. Worrells Solvency & Forensic Accountants has been a regular entry in the BRW Top 100 accounting firms over the last five years, ranked 32 in 2013.

Worrells Solvency & Forensic Accountants' Adelaide Office comprises of one partner and eight staff, located in the Adelaide CBD. We currently have an opportunity for a File Accountant to join our team.

Worrells Solvency & Forensic Accountants offers support to undergraduates through flexible work hours and providing study leave for exams, and financial support for postgraduate studies with relevant professional bodies such as the Institute of Chartered Accountants, CPA Australia and the Australian Restructuring Insolvency and Turnaround Association (formerly the Insolvency Practitioners Association of Australia).

**The role**

The role is a File Accountant position and no prior experience is necessary. Ongoing on the job training and coaching in all areas of insolvency will be provided.

The successful applicant will be working directly in a team of four, comprising a partner, manager, supervisor and file accountant. Their core responsibilities are focused on the efficient and professional delivery of work, in accordance with Worrells processes and systems and in compliance with the relevant regulatory standards, in a manner consistent with Worrells' values. A File Accountant is responsible for learning and applying their technical skills, and working as part of a team carrying out tasks under close coaching and supervision.

Adelaide

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**About you**

You will be self motivated, with very good written and oral communications skills, an ability to follow detailed instructions, a mature attitude towards your work, strong organisational skills, good time management and an ability to show initiative. The successful candidate will work well in a team environment showing a high degree of responsibility to the team and the firm.

**Your application**

Enclosed is a job description and selection criteria. Please provide your CV and a cover letter addressing the selection criteria and explaining how your qualifications and experience equip you for this role.

Please direct any enquiries to [careers.adelaide@worrells.net.au](mailto:careers.adelaide@worrells.net.au).

**Regards,**

Yours faithfully

A handwritten signature in black ink, consisting of several fluid, overlapping strokes that form the name 'Nick Cooper'.

**Nick Cooper**  
**Partner**