

Accountant (Part-Time 0.4–0.6 FTE) | Brisbane | Professional Services

Introduction

Peddle Thorp is seeking an experienced and commercially astute Accountant to support the financial management of our Brisbane-based architectural practice.

This is a hands-on, part-time role suited to a disciplined and proactive finance professional who values accuracy, structure and accountability. Working closely with the Principals, you will play a key role in maintaining strong financial control, improving cashflow visibility and ensuring compliance across the practice.

This role is focused on practical financial management rather than strategic corporate finance. It will suit someone who enjoys working autonomously while contributing meaningfully to a professional, project-based environment.

About Peddle Thorp

Peddle Thorp is an established architectural and interior design practice delivering complex public and private sector projects for over 60 years across Queensland and the Pacific.

We work across health, education, defence, civic and government sectors, bringing a collaborative and user-focused approach to the built environment. Our practice combines design excellence with commercial discipline and long-standing client relationships.

As a medium-sized, project-based professional services firm, sound financial management is critical to supporting our team and maintaining strong project performance. This role will be central to that objective.

The Role

The Accountant will be responsible for the day-to-day financial management of the practice, ensuring accurate reporting, disciplined cashflow oversight and strong compliance systems.

The position requires a hands-on professional who understands professional services environments, project-based billing and the importance of timely financial information to support business decision-making.

Key Responsibilities

Financial Management & Reporting

- > Manage month-end and year-end processes, including journals, reconciliations and preparation of financial statements
- > Prepare monthly Profit & Loss, Balance Sheet and cashflow reporting
- > Maintain rolling 8–12 week cashflow forecasting
- > Monitor financial performance against budget

Accounts & Payroll

- > Oversee accounts payable and receivable
- > Manage project-based invoicing and fee tracking
- > Monitor debtor ageing and support Principals with fee recovery oversight
- > Process fortnightly payroll, superannuation and leave accruals
- > Maintain accurate employee entitlements and payroll records

Project & Performance Monitoring

- > Monitor Work in Progress (WIP)
- > Provide insight into project profitability and fee performance
- > Support reporting on employee productivity and cost allocation

Compliance & Governance

- > Prepare and lodge BAS, Payroll Tax and other statutory reporting
- > Ensure compliance with Australian accounting standards and taxation requirements
- > Liaise with external accountants, tax advisers and auditors as required
- > Maintain financial records and documentation in accordance with best practice

Systems & Process Improvement

- > Maintain integrity and discipline within Xero
- > Improve financial workflows from project delivery through to reporting
- > Assist in documenting financial procedures and controls

About You

You will be a capable and organised finance professional who is comfortable working independently and communicating clearly with non-finance stakeholders.

Essential

- > Minimum 5+ years' experience in an accounting role
- > Strong knowledge of Australian accounting and tax requirements
- > **Strong experience with Xero (essential)**
- > High attention to detail and strong organisational capability
- > Ability to manage competing priorities and meet reporting deadlines

Highly Regarded

- > Experience within a professional services or project-based environment (architecture, engineering, consulting or similar)
- > Familiarity with time-based billing or project management systems
- > CPA/CA qualification (preferred but not essential)

You will be proactive, commercially aware and solutions-focused, with a practical approach to maintaining financial discipline in a growing professional practice.

What We Offer

- > Flexible part-time arrangement (0.4–0.6 FTE)
- > Autonomous, responsible role with meaningful impact
- > Direct engagement with the Principals
- > A professional and supportive working environment
- > Opportunity to contribute to the ongoing commercial strength of the practice

This role is based in our Brisbane CBD studio, with flexible part-time working arrangements available.

Applications

Interested applicants should submit a cover letter and CV to:

recruitment@peddlethorp.com.au

(or to ask for additional information)

Applications close **Monday 16 March**.