

POSITION DESCRIPTION



Senior Accountant (August 2017)

A position is currently available for an experienced accountant to join our supportive and friendly team. We are particularly keen to hear from career minded applicants that are looking to progress their careers within Public Practice.

This could be a Full time or Part time role!

Duties will include but not be limited to:

- a) Working with Bank Statements, Cash Books and other client data.
The following reports will be prepared:
 - i) Trial Balance
 - ii) Profit & Loss Statement
 - iii) Balance Sheet
 - iv) Fund Statements
- b) Balance Day Adjustments.
- c) Preparation of Tax Returns for business entities and individual taxpayers.
- d) Spread Sheet preparation, eg Cash Flow Budgets, Lease versus Buy Analysis.
- f) Accounting for GST and preparation of quarterly Business Activity Statements including use of BankLink and other technology e.g. MYOB, Xero, Reckon, PC Cashflow Manager
- g) Other Accounting, Tax, Computing tasks as specified by the Partners.
- h) Client Management
- i) Mentoring other team members

Qualities:

Good listener
Can multi-task
High level of accuracy
Good people skills
Team orientated
Strives for excellence

Skills:

Time management
Organisational abilities
Lateral Thinker
Strong computer skills (MS Word, Outlook & Excel)

Desirable but not essential (as training will be provided):

Knowledge of accounting systems & practices
Knowledge of client software e.g. MYOB, Reckon Products & Cashflow Manager

Direct Reports:

Partners & Practice Manager