

## POSITION DESCRIPTION



### Accountant (January 2018)

A position is currently available for an 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 (depending on level of experience)
- i) Mentoring other team members (depending on level of experience)

#### **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