

# JOB DESCRIPTION

**JOB TITLE: SENIOR ACCOUNTANT**

**REPORTS TO:** Principal and Manager

**Your duties include:**

- (a) proficiently using Microsoft excel, word and outlook programs;
- (b) applying accounting, taxation and corporate law knowledge to support the Practice's clients;
- (c) delivering quality assignments and projects within agreed time and cost parameters;
- (d) using appropriate work practices and technologies to support business processes;
- (e) assisting the Practice to achieve key objectives;
- (f) translating strategic directions and goals into effective action; and
- (g) such other duties as directed by the Principal, for the Practice.

**Processing of** accounting information from source documentation to trial balance for numerous entities, including individuals, trusts, partnerships, companies, etc, including:

- (a) Detailed liaison with Principal, and Practice Manager in relation to briefing on various clients and obtaining information;
- (b) Obtaining source documentation from clients;
- (c) Setting up general ledgers / charts of accounts on MYOB, Xero or other packages for various entities;
- (d) Recording and processing of cash receipts and cash payments and preparation of bank reconciliations;
- (e) Preparation of all other required journal entries on both a cash and accruals basis;
- (f) Entry of the above information into MYOB, Xero or equivalent package;
- (g) Preparation of year end schedules including depreciation, hire purchase / finance lease schedules, investment register and any other required schedules; and
- (h) Reconciliation of all balance sheet and necessary profit and loss accounts including trade debtors, trade creditors, other debtors and other creditors, investments and all other required reconciliations.

**Preparation of:**

- (a) Management Reports;
- (b) Budgets and Forecasts;
- (c) Annual Financial Reports;
- (d) Minutes of meetings of Directors and Shareholders;
- (e) Income tax returns, IAS and BAS; and
- (f) Statutory forms and documents to be lodged with Australian Securities Commission.

**Assisting** as and when required in the preparation of:

- (a) Detailed reports such as information memoranda on sale of businesses, financing submissions to banks, reports on financial results and forecasts; and
- (b) Day to day correspondence.

Other **administration matters** including ensuring that the following duties are conducted:

- (a) Photocopying, collating and binding as required;
- (b) Recording and processing of timesheets and productivity reports; and
- (c) Filing.

## **PARTICULAR APTITUDE / SKILL REQUIRED**

A willingness to work in a team environment supporting the total resources of the practice to create a happy and efficient working environment;

- Excellent communication and writing skills in the English language;
- Intermediate Word;
- Intermediate / Advanced Excel;
- MYOB and or Xero;
- HandiTax;
- Accounting;
- Ability to produce Minutes;
- Taxation (Income Tax, GST and FBT); and
- Attention to detail.

## **TRAINING**

We are happy to train you on any product you may not have experience using. We are more interested in the correct attitude to work rather than your current ability to be across all aspects of the job on commencement.