

# JOB DESCRIPTION

**JOB TITLE:** MANAGER

*MAIN FUNCTION OF JOB is to provide corporation and taxation advice and services to clients and to support the team in the delivery of client services covering:*

- Business, trust and individual taxation;
- Business, corporate and estate planning and advice;
- Feasibility studies including business plans;
- Corporate, trust and business accounting;
- Basic valuations for mergers and acquisitions;
- Any other function from a financial view point that a CFO would undertake within a corporate environment; and
- Act as a senior member of a practice in its operations and marketing.

*All management issues* covering business, corporate, taxation and accounting and projects;

*Case management*, correspondence, investigation, and drafting of corporate restructuring; estate planning and a very good understanding of Trust Law and taxation of trusts.

*Practice management* functions as and when required, including you being able to do client billings, fee management and supervision and training of staff.

*Supervision and preparation* of detailed reports covering:

- Information memorandum on sale of businesses;
- Financing submissions to banks;
- Reports on financial results;
- Estate and tax planning; and
- Forecasts and budgets

*Marketing* of the practices' services as and when required including:

- Attendance at functions which may present possible marketing opportunities
- Assisting in researching, developing, writing newsletters

*Drafting, reviewing and supervising* staff in the preparation of:

- Quarterly management and annual financial statements;
- Investment and property summaries and investment registers;
- Minutes of meetings;
- Income tax returns, PAYG's, BAS's, IAS's and FBT returns;
- Annual company statements and maintenance of ASIC records;
- Detailed liaison with accountants / bookkeepers in relation to briefing on various clients and obtaining information;
- Working with and obtaining source documentation from clients;
- Reviewing general ledgers for completeness and accuracy;
- Reviewing of year end schedules including depreciation, hire purchase / finance lease schedules, annual leave and long service leave schedules, staff training schedules, superannuation levy schedule, investment register, dividend schedule, etc. to provide value added financial information above that required for statutory reporting; and
- Credence checking of accounting information including reviewing balance sheet and profit and loss accounts.