

JOB DESCRIPTION

JOB TITLE: SENIOR ACCOUNTANT

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 the bookkeeper where applicable in relation to briefing on various clients and obtaining information;
- (b) Setting up general ledgers / charts of accounts on MYOB or other packages for various entities;
- (c) Preparation of all other required journal entries on both a cash and accruals basis;
- (d) Preparation of year end schedules including depreciation, hire purchase / finance lease schedules, investment register and any other required schedules; and
- (e) Bringing together the financial reporting from work done by the bookkeeper or, if necessary, due to Practice deadlines, doing the bookkeeping and bringing that information to financial reporting for clients.

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, minutes 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;
- (b) Day to day correspondence; and
- (c) All forensic and other investigation and special matters, including structural and tax advice. Assisting in liaising with the Australian Taxation Office in matters affecting clients or in negotiations on behalf of special matters referred to the Practice.

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 for the Principal and yourself; and
- (c) Assisting the Principal in job scheduling and time summary reporting and billings.

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;
- HandiTax;
- Accounting and understanding debits and credits;
- 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.