Job Specification
Accountant

Roles & Responsibilities

- Preparation of Financial Accounts and Income Tax Returns, for a range of entities , including:
    - Preparation of accounts to trial balance and ability to understand and identify Profit & Loss/Balance sheet tax sensitive items - i.e. Legal Costs, Repairs & Maintenance
    - Ability to prepare client query list based on identifications above for review by Client Manager
    - Understanding and ability to prepare tax reconciliations
    - Demonstrates proficient understanding of:
        - Hire Purchase/Chattel Mortgage arrangements, ability to prepare schedules from original hire purchase agreement documents and complete the necessary journal entries to record the transaction
        - Div 7A & UPE
        - SBE rules
        - Relevant disclosures that need to be made within tax returns (company, trust, individual, partnerships)
        - How Trusts work
        - Fringe Benefits Tax
        - Depreciation rules
    - Working knowledge of superannuation
    - Ability to prepare BAS Reconciliations using Proforma spreadsheet and understanding of all reporting obligations
    - Ability to navigate Tax Agent Portal

- Preparation of tax planning work and provision of recommendations

- Potential to manage fees within their team leaders client list

- Ability to review work and understand workflow, including:
    - Ability to self review work
    - Ability to review work performed by graduates / undergraduates
    - Ability to prioritise & use time effectively
    - Ability to meet deadlines
    - Communicates delays / issues with assignment to manager in advance of deadline
    - Understands and monitors budgets

- Awareness and interaction, including:
    - Responds positively and quickly to client’s and team members requests.
    - Demonstrates excellent listening skills
    - Expresses opinions clearly and logically with excellent verbal and written communication
    - Ability to develop professional relationships with team members
    - Willingness to help others
    - Demonstrates initiative
    - Demonstrates high professional standards - Is honest and trustworthy

- Software skills, including:
    - APS: XPA & Tax Manager knowledge (preferred)
    - Xero, MYOB & QuickBooks knowledge (including ability to navigate programs and extract a variety of reports to enable reconciliation of accounts and assist with client queries)
    - Demonstrates intermediate to advanced ability to use Microsoft Office Products (Word, Excel, Email)

Qualifications
- Bachelor of Business or Commerce (Accounting)
- Commenced CA/CPA (completion of Tax module preferred)

Pre-requisites
- 1+ years Australian Public Practice experience