

Job Specification

Graduate 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 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
- ✦ Ability to review work and understand workflow, including:
 - ▶ Ability to self-review work
 - ▶ 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 member's 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 ability to use Microsoft Office Products (Word, Excel, Email etc.)

Qualifications

- ✦ Complete or near complete Bachelor of Business or Commerce (Accounting)

Prerequisites

- ✦ Have a basic understanding of accounting & tax standards and concepts.
-