Job Specification
Supervisor

MATTHEWS STEER STORIES IN NUMBERS

Roles & Responsibilities

- Manage a portfolio of clients ($400K - $600K) including development and maintenance of client relationships and identification of clients' needs ensuring they are provided with high quality services, proactive business advice and guidance they require.
    - Manage client action plans, deliverables & deadlines across all MS services
    - Manage client set-up details & updates in APS
    - Compliance control & improvements
    - Assessment & analysis of work (as per review matrix)
    - Primary contact with internal accountant/bookkeeper (client)
    - Co-ordinate client communication
    - Workflow management
    - Management of budget/WIP/debtors/Invoicing
    - Communicate issues to Relationship Manager in a timely manner
    - On-the-job training accountants
- Provide a leadership role in the day to day operations of the business
- Provide a coaching role to Accountants within your team
- Weekly Reporting to team leader regarding issues within practice, training and development
- Ability to cross sell to other business divisions and value add to client base.
- Ensuring the culture of Mathews Steer is maintained by actively seeking continuing professional improvement of yourself, your team and the business and ensuring the practice vision, mission, purpose and values are adhered to.
- 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 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 intermediate to advanced ability to use Microsoft Office Products (Word, Excel, Email)

Qualifications

- Bachelor of Business or Commerce (Accounting)
- Completed CA/CPA

Pre-requisites

- 6+yrs Australian Public Practice experience