




## **Matthews Steer - Accountant, Client Manager**

Times are tough for everyone now, with Government restrictions and the huge impact of COVID-19 pandemic. At Matthews Steer we are committed to providing high standards of advice and support to our clients through this difficult time, *and* investing in the future of our firm.










We are seeking a talented accountant, Client Manager to join our Essendon Fields-based accountancy and advisory firm.

-  **Do you have experience of supporting your own client base?**
-  **Would you like the opportunity to work flexible (part time/school) hours or full-time hours in a suburban accountancy firm based in Essendon Fields?**
-  **Are you excited by our purpose: 'empowering our communities to live their potential'.**



**If so, then contact us immediately, because we want to hear from you!**

-  **The successful candidate will support a client base of \$300-k-\$500-k.**





### **Manager Client Portfolio**

-  Build trusted relationships
-  Manage client action plans, deliverables and deadlines across all Matthews Steer services.
-  Manage client set-up and up to date data within APS.
-  Organise and prepare budgets, forecasts and financial analysis for client meetings.
-  Identify and implement compliance control and improvements.
-  Complete assessments and analysis of work from our accountants (as per the Matthews Steer review matrix).
-  Provide primary contact with internal accountant/bookkeeper (client).
-  Communicate issues to the relationship manager in a timely manner.
-  Proactively seek opportunities for the client across all Matthews Steer services.




### **Accounting**

-  Preparation of financial accounts and income tax returns for a range of entities and preparation of tax planning work and provision of recommendations.
-  Preparation of budgets and forecasts for appropriate entities and analysis of information.

### **Workflow**

-  Manage workflow including self-review of work and the capacity and work performed by undergraduates/graduates.
-  Coordinate client communication and complete workflow management.
-  Ensure work is completed with required timeframes and communicate any delays/issues with assignment to manager in advance of the deadline.
-  Management of budget/WIP/debtors

### **Training**

-  Provide mentoring and identify training opportunities of undergraduates and graduates.
-  Responsible for on-the-job coaching and training of accountants as required.
-  Review work performed by undergraduates and graduates.

### **Culture**

At Matthews Steer we are proud of our family-orientated culture. We aim to seek to professionally improve ourselves, our team and the business and to ensure our purpose of 'empowering our

communities to live their potential' is embedded into everything we do. We are looking for a candidate who is excited to join a firm with our culture and values.

Matthews Steer is one of North West Melbourne's largest professional accounting service practices and a competitive alternative to a second tier chartered accounting firm. We have a team of more than 50 people contributing to our dynamic and energetic workplace culture. We have the resources, training and technology of a global firm so can offer you a high level of professional development.

If you think you fit the mould and you're looking to progress your career, get your application in quickly.

**For more information about the role please contact Natalie Neilson, HR Specialist at [03 9325 6380](tel:0393256380) or [nneilson@matsteer.com.au](mailto:nneilson@matsteer.com.au).**

Deadline for applications: June 12, 2020.