

# Job Specification

## Graduate Accountant

Do you wake up in the morning and want to make a difference?  
Do you thrive in an environment where your actions lead to tangible outcomes?  
Are you seeking supported career progression?

If you're an innovative, passionate, professional and ambitious Graduate Accountant who...

- Can see the stories in numbers
- Would love to be part of a young, vibrant and motivated team in a state of the art office
- Is eager to work in a suburban practice (15 minutes from the CBD) with a big city outlook and serious growth
- Is eager for the correct work / life balance

... then look no further!

If you have recently completed or near completion of your Business or Commerce degree (majoring in Accounting), we have opportunities to help you build the solid foundations of a great career.

No prior experience is necessary for this role, but it is looked upon favourably.



















You will work with a team of accountants to service clients on all levels of tax and business advisory services.

### 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.)

A competitive alternative to second tier CA firms, Matthews Steer has the resources, training and technology to offer you a high level of professional development, a career pathway to take you all the way to partner level, and the opportunity to make a genuine contribution to the success of our clients and our company.

If you fit the mould and are looking to start your career, get your application in quick. Our firm is open-minded, open-ended, has a great reputation with burning ambition and best of all, we're winning hands down

We can't wait to have you on board!