

ACCOUNTANT

Position Details

Position Title	Accountant
Division	Business Advisory and Taxation
Reports to	Director – Business Advisory & Taxation
Direct reports	None
Role location	440 Collins St, Melbourne VIC 3000
Document creation/revision date	25 October 2024
Other	N/A

Primary purpose

Assists the Directors and Managers in providing services to a portfolio of clients on a range of compliance and business advisory matters. Primarily responsible for completing BAS, FBT tax returns and annual financial statements for the firm's clients under the guidance of a Senior Accountant.

Key relationships

Internal relationships

- 1) Directors
- 2) Managers
- 3) Business Services team

External relationships

- 1) ATO

Accountabilities

Accountabilities for the position include:

- Complete general accounting duties related to sole traders, partnerships, trust and companies, including reconciliations, preparation of accounts, draft financial statements, and workpapers.
- Preparation of income tax returns for business entities and individual tax payers
- Accounting for GST and preparation of monthly/quarterly activity statement
- Understand and apply new tax rules and regulations
- Respond to queries from various stakeholders in a timely and professional manner
- Keep up to date with business administration and produces appropriate correspondence and file notes

- Plan and organise own daily workload taking into account budget and productivity levels required

Attributes

Knowledge, Experience and Skills

- Eighteen months to two years' relevant accounting experience in a Chartered Accounting practice
- Demonstrates an intermediate level of understanding of relevant taxation legislation and accounting standards
- Knowledge and understanding of the preparation of financial reports and BAS
- Knowledge and understanding of preparing individual, partnership and trust tax returns
- Working knowledge of accounting software such as Xero, Quickbooks (desirable)
- Competent in MS Excel and MS Word
- Ability to identify a problem and proactively seek guidance from their Manager
- Ability to communicate clearly and logically under supervision of their Manager. Can produce clear and succinct correspondence and reports
- Exceptional analytical skills and attention to detail
- Ability to receive and act on feedback
- Ability to work effectively to deadlines

Qualifications / Certifications

- Degree qualified in accounting, business or commerce
- Recently commenced, or the desire and eligibility to commence CA or CPA qualification