

SUPERVISOR

Position Details

Position Title	Supervisor
Reports to	Director – Business Advisory, International and Taxation
Direct reports	TBA
Role location	440 Collins St, Melbourne VIC 3000
Document creation/review date	25 October 2025
Other	After hours conference calls with international clients may be necessary occasionally

Primary purpose

The Supervisor is responsible for analysing fiscal & tax matters and preparing, submitting, and managing financial statements and tax returns for clients. The role provides advice on financial and tax matters, and will have an in-depth knowledge of the regulations, laws and acts that govern this process. This role actively coaches, mentors, and reviews the work of junior accountants.

Key relationships

Internal relationships

- 1) Directors
- 2) Managers
- 3) Team members
- 4) Payroll team

External relationships

- 1) Current clients
- 2) Prospective clients
- 3) ATO and other regulatory bodies

Accountabilities

- 1) Review and manage income tax, BAS, FBT and ESS lodgements
- 2) Provide ongoing support and advisory services to clients
- 3) Working with the Audit team, prepare tax calculation, DTA/DTL for audited financials
- 4) Recommend and apply new strategies based on new legislative changes for the portfolio of clients
- 5) Streamline procedures and offer recommendations on how the tax filing process can run more efficiently

- 6) Review potential profitability areas to save on taxes and analysing any additional tax information.
- 7) Coach, mentor and review the work of junior accountants to build competence and improve productivity.

Attributes

Knowledge, Experience and Skills

- A minimum of six years' experience in external public practice
- A strong understanding of relevant income tax and other legislation
- Competent in the preparation of financial statements, tax returns, and activity statements for companies, trusts, partnerships, and individuals with minimal supervision
- Experienced in managing tax issue Div 7A, FBT, CGT, SGC and tax residency.
- The ability to actively manage client engagements and deliver them within budgets.
- The ability to effectively manage client relationships through periods of disagreement or contention.
- Some working knowledge of accounting standards.
- High level of computer literacy, with an excellent understanding of accounting software
- Excellent communication and interpersonal skills
- Strong organisation and follow up skills including the ability to handle competing priorities and meet all deadlines and commitments.
- Broad commercial expertise and judgement, as well as excellent analytical skills
- Excellent attention to detail
- The ability to effectively coach, mentor and lead to improve performance and engagement

Qualifications / Certifications

- Degree qualified in accounting, business or commerce
- CA or CPA qualified