

POSITION DESCRIPTION

Position Title	Cadet/Graduate Accountant
Reports to	Partner in charge
General Description	To assist the Partners and Managers in caring for a portfolio of clients on a range of compliance and business advisory issues
Essential Qualifications & Experience	Currently studying or recently completed an accounting, business or commerce degree with subjects covering the core knowledge area's required by the Institute of Chartered Accountants (ICAA) or an ICAA accredited conversion course Strong academic results
Desirable Qualifications & Experience	Demonstrated involvement in extra-curricular activities
Essential attributes	Systematic and organised approach with strong attention to detail High level of computer literacy Ability to work well under pressure Commitment to confidentiality and quality client service Good written and verbal communication skills Positive and enthusiastic attitude, self-motivated and mature minded Commitment to complete the CA Program Australian citizen or Permanent resident
Key Performance Indicators	Targets set and reviewed in accordance with the RM Performance Framework

Task Responsibilities

General Accounting	Complete general accounting duties related to sole traders, partnerships and companies, including reconciliations, preparation of accounts, draft financial statements, workpapers, BAS, budgets and cash flow forecasts
Income Tax Returns (ITR)	Understand and apply essential tax laws applicable to your day to day tasks Prepare basic income tax returns for individuals, sole traders, partnerships, companies and trusts

Software and Technology	Utilise a wide range of software and technology including MS Word, MS Excel, MS Outlook, Banklink, MYOB and a variety of other taxation and accounting related products
Other Task Responsibilities	<p>Complete a variety of other general duties as reasonably required, for example:</p> <ul style="list-style-type: none"> ▪ Preparation of client business benchmarking reports ▪ Evaluation of client accounting systems ▪ Preparation of annual payment summaries ▪ Preparation of Workers Compensation forms ▪ Research and administration

General Responsibilities and Expectations

- Communicate professionally with clients
- Build positive productive working relationships internally and externally
- Attend/support relevant RM related events
- Be familiar with and able to articulate the Firm's services and differentiating factors
- Contributes to innovation and continuous improvement across the Firm
- Demonstrate a commitment to continued professional development by attending and actively participating in training, taking responsibility to seek self-development opportunities & keeping up to date with technical matter.
- Demonstrate successful university study progression (cadets)
- Conduct our business in compliance with ethical practices
- Monitor and adhere to procedures and workflow deadlines
- Be familiar with and adhere to Staff Policies and Procedures
- Maintain detailed and accurate time sheets
- Follow all reasonable instructions of managers and Partners

Agreement to this Position Description

I have read and understood this Position Description.

I understand that this document provides general information and that it may be altered at any time at the discretion of the Firm.

I agree to perform to the best of my ability and to deliver the responsibilities described in this Position Description, in accordance with Firm policies and procedures and all reasonable management directions.

Agreed by:

Employee Name

Signature

Date

Signed on Behalf of Roberts and Morrow:

Name

Signature

Date