ROBERTS & MORROW

POSITION DESCRIPTION	
Position Title	**Accountant**
Reports to	**Partner in Charge**
General Description	To assist the Partner and team in caring for a portfolio of clients on a range of compliance and business advisory issues
Ideal Candidate	Proactive; strong attention to detail; documentation skills; takes pride in work; analytical; lateral thinker with strong work ethic; organisational and communication skills.

Team Responsibilities
Embrace the Mission of the business.
Understand how we work with and build relationships with our clients.
Adhere to our client service standards.
Professionally handle client queries.
Professionally handle client complaints.
Be familiar with Roberts & Morrow Areas of Operation.
Conduct our business in compliance with ethical practices.
Be considerate to Workplace Health and Safety issues at all times.
Undertake appropriate training and maintain current knowledge.
Maintain detailed and accurate time sheets.

POSITION DESCRIPTION	
Position Title	**Accountant**
Individual Responsibilities	**Details**
Overview	In your employment with the Firm you will carry out all work to the best of your skill and ability and will discharge such duties and functions as may be delegated or assigned to you. It is expected that you will respect a Code of Conduct by being punctual, devoting all your time at work to the business of Roberts & Morrow, using acceptable professional behaviour both in the office and outsde whilst representing Roberts & Morrow, respecting firm property, considering the health and safety of yourself and fellow workers, completing firm documents and records in accordance with office policy and procedures, familiarise yourself with the contents of Robert & Morrow Systems (RAMS) and respect confidentiality. Your role as an accountant will include all facets of accounting, taxation, computing, consulting and other areas which from time to time could be expected to be carried out by an employee in your position.
Accounts Preparation	Care for a portfolio of clients, preparing their accounts and utilising systems including: Preparation of special purpose financial reports (profit and loss statement, balance sheet, compilation report and related reports as required for business structure) • Companies • Partnerships • Sole Traders • Trusts

POSITION DESCRIPTION	
Position Title	**Accountant**
Individual Responsibilities	**Details**

Accounts Preparation	*Steps involved:*
	• Review files and past year work papers
	• Review interview notes prepared by interviewing staff member
	• Review and organise records presented by client. Make list of queries/further information required
	• Translate client information into Solution 6 by:
	  o Coding bank statements (to be input by computer operator); or
	  o Entering manual cashbook by journal; or
	  o Entering Trial Balance prepared by client's cashbook software by journal; or
	  o Processing from Banklink
	• Reconcile bank account
	• Enter and reconcile movements in loan accounts
	• Adjust asset maintenance for movements in plant and equipment
	• Allocate drawings
	• Discuss and clarify items in suspense account with supervising accountant
	• Update all necessary documents in Solution 6 and finalise reports
	• Organise work papers
	• Prepare income tax reconciliation statement
	• Prepare income tax returns
	• Hand job to supervising staff member for review and feedback
	Accounts Workpapers – Indexing and Completion
	Accounts Preparation – Review General Ledger
	BAS Preparation
	Budgets & Cashflow Forecasts
	Attending to the requirements of Companies
	Attending to the requirements of Partnerships
	Attending to the requirements of Sole Traders
	Preparation of Annual Profit Estimates

POSITION DESCRIPTION	
Position Title	**Accountant**
Individual Responsibilities	**Details**
Personal Income Tax Returns (ITR)	Manage a range of Personal Income Tax Returns (ITR) issues, including: ITR – Personal Income Tax Preparation: • Individuals (salary or wage earners) • Individuals with business income • Deceased estates • Partnerships • Companies (generally small proprietary companies) • Discretionary family trusts ITR Assessment Advising Clients Preparation of income tax estimates
FBT System	Manage a range of Fringe Benefits Tax (FBT) issues by gathering information, completing procedures and preparing calculations. Preparation of Fringe Benefits Tax Returns.
Superannuation	Care for a portfolio of clients on a range of superannuation issues, including: Self Managed Superannuation Funds Preparation of client records and work papers to pass onto our specialist Superannuation Cell Tax Payment Reminders for Self Managed Superannuation Funds
Wages & PAYG Withholding	Preparation of Annual PAYG Summaries Preparation of Workers Compensation Declaration and Estimate Certificates Payment of PAYG tax instalment for clients (as required)
Research	Researching issues that arise as part of a particular job Researching topics as requested by other staff members Research and preparation for presentation at staff training sessions as requested

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POSITION DESCRIPTION	
Position Title	**Accountant**
Individual Responsibilities	**System**
General Responsibilities	Follow Roberts & Morrow standard practices (systems, standards, work papers) Drafting letters to clients re tax returns, financial statements etc Telephoning clients re queries and further information required Filing Bookkeeping and basic accounting procedures Assisting with general small business requirements Contribution to the preparation of budgets Support and assist to own team and other teams as required.
Other related responsibilities	Monitor Client Management Reports for underlying business improvement issues Preparation of client business benchmarking reports Evaluate client accounting systems

Agreed by: ______________________ ______________________ ____________

Employee Signature Date

Agreed by: ______________________ ______________________ ____________

Partner Signature Date