

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Senior Accountant</b>
<b>Reports to</b>	<b>Manager/Associate</b>
<b>General Description</b>	<p>To assist the Partners and Managers in caring for a portfolio of clients on a range of compliance and business advisory issues.</p> <p>The role may 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.</p> <p>Contribute to the supervision and development of graduate/undergraduate accountants.</p>
<b>Qualifications</b>	<p>University degree in relevant accounting, business or commerce discipline.</p> <p>Completed or nearing completion of CA/CPA Program.</p>
<b>Task Responsibilities</b>	
<b>Accounts Preparation</b>	<p>Care for a portfolio of clients, preparing their accounts and utilising systems including:</p> <ul style="list-style-type: none"> <li>• Accounts Preparation</li> <li>• Accounts Workpapers – Indexing and Completion</li> <li>• Accounts Preparation – Review General Ledger</li> <li>• BAS Preparation</li> <li>• Budgets &amp; Cashflow Forecasts</li> <li>• Attending to the requirements of Companies, Trusts, Partnerships and Sole Traders</li> <li>• Preparation of Annual Profit Estimates</li> </ul>
<b>Business Advisory</b>	<p>Care for a portfolio of business clients, advising them on issues including:</p> <ul style="list-style-type: none"> <li>• Preparation of Business Plans</li> <li>• Preparation of Business Appraisals</li> <li>• Preparation of Information Memorandums for sale of businesses</li> <li>• Finance Applications</li> </ul> <p>Assist in the preparation of tax advice.</p> <p>Monitor Client Management Reports for underlying business improvement opportunities.</p> <p>Prepare client business benchmarking reports.</p> <p>Evaluate client accounting systems.</p> <p>Assist with general small business requirements.</p> <p>Assisting and advising clients before, during and after Australian Tax</p>

	<p>Office audits:</p> <ul style="list-style-type: none"> <li>▪ Preparation of ATO compliance reviews</li> <li>▪ Routine GST audits</li> </ul> <p>Income tax investigations</p>
<b>Personal Income Tax Returns (ITR)</b>	<p>Manage a range of Personal Income Tax Returns (ITR) issues, including:</p> <ul style="list-style-type: none"> <li>▪ Personal Income Tax Preparation</li> <li>▪ Client assessment advice</li> <li>▪ Indexing</li> <li>▪ Preparation of income tax estimates</li> </ul>
<b>FBT System</b>	<p>Utilise FBT System.</p> <p>FBT information gathering, calculations and completion.</p>
<b>Wages and PAYG Withholding</b>	<p>Preparation of Annual PAYG Summaries.</p> <p>Preparation of Workers Compensation Declaration and Estimate Certificates.</p> <p>Payment of PAYG tax instalment for clients (as required).</p>
<b>Superannuation</b>	<p>Care for a portfolio of clients on a range of superannuation issues, including Self Managed Superannuation Funds</p>
<b>Other related responsibilities</b>	<p>Contribute to the preparation of job budgets.</p> <p>Work with specialist divisions with the firm.</p> <p>Maintain knowledge of software packages used by clients.</p> <p>Keep abreast of technical changes and apply current requirements to client situations.</p>

### General Responsibilities and Expectations

- Embrace the Mission of the business.
- Be familiar with Our Firm's Areas of Operation and how we work with and build relationships internally and externally.
- Adhere to our client service standards
- Conduct our business in compliance with ethical practices.
- Complete duties within agreed timeframes with a high degree of accuracy.
- Carry out all work to the best of your skill and ability.
- Be accountable for your own work.
- Be committed to continuous improvement and professional development
- Attend and participate in training and PD activities
- Monitor and adhere to workflow deadlines.
- Professionally handle client queries and complaints.
- Dress in appropriate professional business attire.

