

POSITION DESCRIPTION	
Position Title	Intermediate Accountant
Reports to	Partner in Charge / Manager
General Description	<p>To assist the Partners and senior staff to care 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>
Essential Experience, Qualifications & Attributes	<p>Minimum 2 years' experience in Accounting</p> <p>University degree in relevant accounting, business or commerce discipline.</p> <p>Commenced or eligible to commence the CA/CPA Program.</p> <p>Analytical and logical</p> <p>Ability to multi-task, organise and prioritise</p> <p>Excellent verbal and written communication skills</p>
Task Responsibilities	
Accounts Preparation	<p>Attending to all general accounting requirements of companies, trusts, partnerships and sole traders, including:</p> <ul style="list-style-type: none"> • Accounts and BAS preparation • Completion of relevant workpapers • Budgets & cash flow forecasts • Preparation of annual profit estimates
Business Advisory	<p>Assist the Partners and senior staff to care for a portfolio of business clients including assisting with:</p> <ul style="list-style-type: none"> • Preparation of finance applications such as drought loan applications • Evaluation of client accounting systems • Other general small business requirements.
Tax Returns	<p>Complete tax returns for individuals, partnerships, companies and trusts</p> <ul style="list-style-type: none"> • Complete small individual tax returns over the counter with clients
Wages, PAYG Withholding and TPAR	<p>Preparation of annual PAYG summaries.</p> <p>Preparation of Workers Compensation declarations and estimate certificates.</p> <p>Adjustments of PAYG tax instalments as required.</p> <p>Preparation and lodgment of Taxable Payment Annual Reports</p>

Other related responsibilities	<p>Contribute to the preparation of job budgets.</p> <p>Contribute and complete billing for clients</p> <p>Work with specialist divisions with the firm such as financial services, superannuation, audit, business advisory and specialist tax and estate planning</p> <p>Maintain knowledge of software packages used by clients- including MYOB, Xero, Quickbooks etc</p> <p>Keep abreast of technical changes and apply current requirements to client situations.</p>
Key Performance Indicators	Targets set and reviewed in accordance with the Performance Framework.

General Responsibilities and Expectations

- Embrace the Mission of the business.
- Promote a professional and positive work environment
- Willingness to seek and accept feedback
- 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.
- Be familiar with and adhere to Staff Policies and Procedures
- Be familiar and adhere to Work Health & Safety Policies and Procedures.
- Maintain detailed and accurate time sheets.
- Follow all reasonable instructions of supervisors, managers and Partners
- Complete other general duties as requested by your supervisor/partner.
- Proficiency in Microsoft applications such as Word, Excel and Outlook
- Experience in MYOB and Xero accounting software highly desired
- Assist and train Junior staff

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 **Signature** **Date**

Signed on Behalf of Roberts and Morrow:

Name **Signature** **Date**