

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Internal Accountant</b>
<b>Reports to</b>	Chief Financial Officer
<b>Position Overview</b>	<p>The role of the Internal Accountant is to support the Chief Financial Officer in the control and management of internal financial systems, processes, general ledger, management reporting, payroll and the general financial administration of the firm.</p> <p>The key responsibilities include overseeing of the Firms Accounts Receivable, Accounts Payable, Payroll and Internal Bookkeeping.</p>
<b>Essential Qualifications, Experience and Attributes</b>	<p>CA/CPA qualification or ability to work towards</p> <p>Bachelor's degree in financial administration or accounting</p> <p>Minimum 3 years' experience in a similar role</p> <p>Strong financial &amp; practice management software skills including MYOB AE Practice Manager, AccountRight, Calxa an Excel</p> <p>Experience in budgeting and forecasting</p> <p>Understanding of, exeperience with management accounting systems and development of management reports</p> <p>Excellent interpersonal skills and prven ability to work with diverse stakeholders to achieve business objectives</p> <p>Exceptional attention to detail and the ability to think strategically</p> <p>Strong financial skills and knowledge.</p> <p>Australian Citizen or Permanent resident</p>
<b>Task Responsibilities</b>	
<b>Finance and Administration</b>	<p>Meet regulary with the Chief Operating Officer and Chief Financial Controller regarding all matters of responsibilty</p> <p>Assist the Chief Financial Controller with the preparation of the annual budget and cash flow forecast</p> <p>Financial reporting to meet timetable as established from time to time</p> <p>Review and calculate partner draws, bonuses, profit splits and ensure payment</p> <p>Prepare year end statutory accounts, tax returns and supporting schedules for approval by Partnership.</p> <p>Prepare Goodwill Valuation calculations</p> <p>Provide financial information for periodic practice surveys</p>

<b>Finance and Administration</b>	<p>Attend top tax matters for the group including BAS, income tax, payroll tax and FBT returns and lodge by the due dates</p> <p>Responsible for the practice accounting records</p> <p>Liaise with bankers, solicitors, insurance brokers and other third party advisors in conjunction with Financial Controller as needed</p> <p>Attend top tax matters for the group including BAS, income tax, payroll tax and FBT returns and lodge by the due dates</p> <p>General and subsidiary ledger reconciliations</p> <p>Liaise with the Accounts Officer ensuring that the firms liabilities are discharged as needed</p> <p>Manage the firms purchasing of office equipment and supplies within delegation of authority</p> <p>Maintain the fixed asset register</p> <p>Management of Firms trust account</p>
<b>Time Cost and Practice Management</b>	<p>Control totals and Partners stats monthly</p> <p>Discussing reporting required for MYOB AE and IT and discussing any new reporting methods</p> <p>Rolling end month WIP, Debtors, yearly roll and attending generally herein</p>
<b>Debtors</b>	<p>Liaise with the Accounts Officer to ensure debtor days and collection targets are met.</p> <p>Reconcile debtor statements monthly and combining Debtors and bad debts into template when required</p> <p>Ensure collection processes are in step with firms aging and collection targets</p>

<b>Accounts Receivable</b>	<p>Proactively oversee all aspects of the Firms debtors including;</p> <ul style="list-style-type: none"> <li>• Monthly reconciliation of individual debtor balances to debtor ledger and general ledger;</li> <li>• Prepare debtor reports for Partners and management;</li> <li>• Follow up outstanding debtors, via phone, letters and emails;</li> <li>• Maintenance of bad debt ledgers;</li> <li>• Daily receipting of payments and process credit notes, and;</li> <li>• Support external debt collection agency where necessary.</li> </ul> <p>Maintenance and reconciliation of Direct Debit receipts and Fixed Fee spreadsheet.</p> <p>Promote and implement proactive debtor management practices.</p> <p>Liaise with Partners, management and clients on debtors issues or queries as required including Partner meetings.</p> <p>Support and undertake any task that the Chief Financial Officer requires, within reason.</p>
<b>Payroll</b>	<p>Overseeing and authorising all staff and Partner payments, including:</p> <ul style="list-style-type: none"> <li>• Fortnightly payroll;</li> <li>• Reconciling leave balances between Payroll and AE;</li> <li>• Processing leave forms;</li> <li>• Direct payroll related staff queries to HR;</li> <li>• Produce Payment Summaries; and</li> <li>• Monthly remittance of superannuation payments.</li> </ul> <p>Communicate with Human Resources in regard to all payroll related issues.</p> <p>Process monthly payroll tax.</p> <p>Backup process payroll when required.</p>
<b>Bookkeeping</b>	<p>Monthly reporting as required.</p>
<b>General</b>	<p>All other duties as required by the Firm.</p>
<b>Key Performance Indicators</b>	<p>Specific targets will be set and reviewed annually</p>

