

POSITION DESCRIPTION

Position Title	Bookkeeper – Business Services
Reports to	Partner in Charge
Position Overview	To provide optimal client service with the provision of quality, timely and cost effective bookkeeping services.
Essential Qualifications & Experience	<p>Bookkeeping experience required.</p> <p>Relevant formal qualifications and MYOB experience highly regarded, but not essential.</p> <p>Working rights in Australia.</p>

Task Responsibilities

Accounting & Accounts Preparation	<p>Prepare general workpapers and spreadsheets in support of the client's source documents.</p> <p>Complete client data input.</p> <p>Generate necessary journal entries and trial balance for checking.</p> <p>Prepare client BAS/IAS.</p> <p>Provide client assistance with basic compliance issues related to matters arising from PAYG, GST, Workers Compensation, Superannuation, Centrelink and other government agencies as required.</p> <p>Utilize MYOB, Banklink and other relevant client accounting packages.</p> <p>Provide training and support to less experienced staff as required.</p> <p>Assist with the electronic filing of clients records, preparation of statutory documents for companies and trusts, maintenance of minute books, share registers and other statutory records for clients as required.</p> <p>Complete all duties in an efficient and accurate manner according to R&M policies and procedures.</p>
Other related responsibilities	Assist other Partners and teams with all bookkeeping and administration tasks as required
Key Performance Indicators	Targets set and reviewed in accordance with the Performance Framework.

General Responsibilities and Expectations

- Be familiar with and adhere to R&M Policies and Procedures.
- Be familiar with and promote R&M values at all times
- Communicate professionally with clients and colleagues and maintain the highest level of confidentiality at all times
- Build positive productive working relationships internally and externally, while possessing a positive and mature attitude to the role
- Demonstrate a commitment to efficiency and continued professional development by attending and actively participating in training, taking responsibility to seek self-development opportunities and keeping up to date with technical matter.
- Conduct your business in compliance with ethical practises
- Monitor and adhere to procedures and workflow deadlines
- Attend/support relevant R&M related events
- 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 Manager and Partner directions.

Agreed by: _____

Employee	Signature	Date
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Signed on behalf of Roberts & Morrow:

_____	_____	_____
Name	Signature	Date