

POSITION DESCRIPTION	
Position Title	Senior Bookkeeper
Reports to	Partners in Charge, Roberts & Morrow Business Services
General Description	<p>To assist the Partners and team in caring for a portfolio of clients on a range of compliance and business advisory matters.</p> <p>The role will include all facets of bookkeeping including payroll processing, reconciliations, superannuation reconciliation and audits, preparation and lodgement of IAS/BAS/STP/TPAR, workers compensation, client reporting, small business MYOB advising, general small business requirements and software trouble shooting.</p> <p>Provide training and support and share technical knowledge with the team.</p>
Essential Experience, Qualifications and Attributes	<ul style="list-style-type: none"> • (3+ years) Senior bookkeeping experience • Advanced working knowledge of MYOB and XERO • Experienced in Bookkeeping practices and managing high level clients • Proficient computing skills in Practice Management, Microsoft Office, and commercial software accounting packages • Excellent logical analytical skills • Excellent verbal and written communication skills, able to build rapport with internal and external stakeholders
Task Responsibilities	
Bookkeeping Preparation	<p>Care for a portfolio of clients, preparing their bookkeeping including:</p> <ul style="list-style-type: none"> • Preparing and completing bank reconciliations • Allocating bank transactions into various accounting software • Recording of transactions into excel documentation • General ledger management • Enter and reconcile transactions in loan accounts • Discuss and clarify items in suspense account with supervising accountant • Complete wage reconciliations and GST reconciliations • Preparation and lodgement of BAS/IAS/STP/TPAR • Producing various financial reports as requested by the client • Liaising directly with clients for any queries • Attending to the requirements of Companies, Trust, Partnerships and Sole Traders • Maintain accurate financial records and reports • Processing payments

Research	Researching and troubleshooting any issues that arise Research and preparation of presentations at staff training sessions as requested
Other Duties	Following up with client queries and provide client training if necessary Following Bookkeeping and basic accounting procedures Assisting with general small business requirements Support and assist to own team and other teams as required in their learning and development. 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 management directions.

Agreed by:

Employee

Signature

Date

Signed on Behalf of Roberts and Morrow:

Name

Signature

Date