

## Position Description

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Position	Senior Accountant
Reports to	Business Owner
Location	Inner North, Melbourne

### Purpose of the position

To provide outstanding strategic and operational accounting, taxation and business planning services and advice to clients.

### Key responsibilities

Pro-active insight and advice	<p>Proactively manage client affairs seeking out opportunities to:</p> <ul style="list-style-type: none"><li>• Help clients better understand their current business affairs, structures and reports;</li><li>• Increase clients understanding of the business environment in which they operate;</li><li>• Identify client risks and opportunities;</li><li>• Provide strategic insight and advice that assists clients to grow their business and achieve their goals;</li><li>• Be seen as a key strategic partner to clients.</li></ul>
Taxation advice and structuring	<p>Assist clients with structuring their affairs to legally minimise taxation via the implementation of tax effective structures and strategies, including:</p> <ul style="list-style-type: none"><li>• Advice in relation to the most suitable business structures;</li><li>• Creation of structures, including trusts, partnerships and related matters.</li></ul>
General accounting services	<p>Provide outstanding general accounting services including:</p> <ul style="list-style-type: none"><li>• Efficient and high quality accounting services, delivering accurate financial information, reports and outputs in a timely manner.</li><li>• Collaboration with clients in to enhance the accuracy of the bookkeeping and accounting processes.</li></ul>

Compliance obligations	<p>Assist and advise clients in relation to common taxation office requirements such as:</p> <ul style="list-style-type: none"> <li>• Business Activity Statements</li> <li>• PAYG withholding and instalment</li> <li>• Income taxation returns for all types of structures.</li> <li>• Preparation of minutes, resolutions and related materials.</li> </ul>
Financing	Assist clients to find the right loan or refinancing solution providing expert advice and guidance using established relationships with strategic lending partners.
Health and safety	<p>Take care of own safety and that of co-workers</p> <p>Identify and communicate opportunities to improve health and safety</p> <p>Report all safety incidents and hazards</p>

## Behavioural requirements

Planning and achievement	<p>Identifies more critical and less critical activities and assignments; adjusts priorities when appropriate.</p> <p>Allocates appropriate amounts of time for completing work; avoids scheduling conflicts; develops timelines and milestones.</p> <p>Sets stretch targets and works diligently to achieve them.</p> <p>Takes pride in achieving or exceeding own expectations and expectations of customers.</p>
Quality Orientation	<p>Accurately and carefully follows established procedures for completing critical tasks.</p> <p>Vigilantly watches over job processes, tasks, and work products to ensure freedom from errors or omissions.</p> <p>Initiates action to correct quality problems or notifies others of quality issues as appropriate.</p> <p>Consistently seeks out opportunities to improve processes, systems and services provided to clients.</p>

Communication and Leadership skills	<p>Provides leadership and guidance to team members, clients and external stakeholders.</p> <p>Engages team members, clients and others in a highly professional, warm and inviting manner.</p> <p>Actively promotes the business to clients through participation in seminars, networking and other events.</p> <p>Presents extremely well to clients in formal as well as informal settings, quickly builds trust.</p>
Team player	<p>Shares important or relevant information with the team.</p> <p>Willing to do what is required to assist the team.</p> <p>Recognises by ones self when opportunities present to help others and goes out of ones own way to help others.</p> <p>Makes others feel welcome, takes an interest in others wellbeing.</p>
Personal development	<p>Takes responsibility for personal professional development.</p> <p>Shares learning's with the team and seeks to apply learning by providing enhanced business outcomes internally and to clients.</p>

## Technical Skills

Be degree and CPA qualified with experience within an practice accounting firm here in Australia  
 Public Practising Certificate  
 Experienced in the use of widely used accounting software

## Hours

This is a full time role.