
Position Details

Title:	Accountant, 2 - 3 years' experience
Department:	Business Solutions
Reports to:	Client Relationship Managers
Date effective from:	July 2015

Purpose & Objective

To assist our Business Solutions Team with the various aspects of client work including preparation of year-end Financial Statements and Income Tax Returns.

To assist Client Relationship Managers and Client Service Managers in the servicing of clients within the Business Solutions Division.

To provide any other assistance as required from time to time for the smooth functioning of the office.

Chargeable Client Activities

1. Preparation of Financial Statements and Reports for Companies, Partnerships, and Trusts.

- Substantiation of key information contained within the General Ledger by utilising standard work papers. This may involve data entry or the integration of third party software data such as MYOB, Reckon, or Xero.
- Liaison with clients to resolve any queries in relationship to the preparation of the Financial Statements.

2. Preparation Tax Returns for Companies, Partnerships, and Trusts

- After the completion of the Financial Statements but may also involve assisting with the completion of Income Tax Returns for larger groups within the Division.

3. Management of on-going Taxation requirements

- Preparation and/or checking of BAS Returns prior to lodgement
- Liaison with the Australian Taxation Office to resolve issues such as penalties, debt management and other issues either by phone or via the ATO Portal

4. Special requests by a Client Relationship Manager

Expectations

- Keep an accurate jobs register utilising the workflow functionality of APS.
 - Actively participate in Team meetings.
 - Attend all Tax Banter training sessions and actively participate.
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Competencies

- Excellent computer skills including knowledge of APS and third party client software such as Xero, Reckon, MYOB would be an advantage but not essential.
 - Organisational/time management skills.
 - Ability to listen and follow instructions is essential.
 - An eye for detail –produce high quality work with high accuracy.
 - High standard in written and verbal communication skills.
 - A positive attitude, high degree of initiative, motivation and problem solving ability.
 - A team player who can effectively support other team members and can promote a positive team environment.
 - Highly reliable.
 - A person who will live out Hamilton Morello’s values being:
 - Client focus
 - Professionalism
 - Mutual respect and trust
 - People
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