



Position Description

Position:	GRADUATE ACCOUNTANT
Location:	All Locations
Responsible To:	Principal
Reports To:	Principal / Associate / Manager / Senior Accountant
Primary Objectives:	<ul style="list-style-type: none">• Support the accountants and senior management care for clients and work in coordination with the support team.• Prepare financial accounts, management accounts and tax returns for clients.
Key Performance Indicator:	<ul style="list-style-type: none">• Chargeable time maintained at a minimum of the agreed hours per annum.• Write off levels maintained at 10%
Expected Functions & Tasks:	<p>TECHNICAL</p> <ul style="list-style-type: none">• Perform accounting and reporting tasks, including coding and posting, bank reconciliations, preparation of tax returns, management accounts etc.• Assist accountants and managers care for clients and prepare tax works, as directed.• Undertake training and development to improve skills and techniques. <p>OPERATIONAL</p> <ul style="list-style-type: none">• Take responsibility for the completion of work allocated and seek immediate assistance where uncertainty exists.• Adhere to internal policies and procedures.• Support other team members and promote a positive work environment.• Makes suggestions to improve work practises, client service and internal processes. <p>CLIENT SERVICE</p> <ul style="list-style-type: none">• Displays a strong client service ethic.• Produces quality client documentation and work within agreed timeframes and presentation standards• Maintains an awareness of changes to legislation and industry practices <p>PERSONAL</p> <ul style="list-style-type: none">• Demonstrates a positive attitude, enthusiasm and maturity.• Maintains high levels of professionalism at all times.• Ability to prioritise and manage workflow with assistance. <p>STRATEGIC</p> <ul style="list-style-type: none">• Represent and promote the Firm, including participating in marketing activities, as required.
Qualifications:	<ul style="list-style-type: none">• Completed University studies with a degree in commerce, accounting or business.• CA/CPA qualifications commenced.



Knowledge and Experience:

- Up to 12 months post degree experience in accounting or professional practice.
- Competent with general accounting and tax concepts and procedures needed on a day-to-day basis.
- Proficiency in Microsoft office including Word, Excel and Outlook.
- Familiarity with Practice Management and Commercial Accounting (eg. Cashbook Plus, MYOB) software packages.

Other Requirements:

- Ability to travel to client sites as required.