



Position Description

Position:

SENIOR ACCOUNTANT

Location:

All Locations

Responsible To:

Principal

Reports To:

Principal / Associate / Manager

Primary Objectives:

- Maintain and care for a group of clients
- Provide coordination, support and partial review to team.
- Prepare financial accounts, management accounts and tax returns for clients.
- Chargeable time maintained at a minimum of agreed hours per annum..
- Write off levels maintained at 10%

Key Performance Indicator:

Expected Functions & Tasks:

TECHNICAL

- Care for a group of clients in a broad range of accounting, taxation and business matters.
- Able to undertake and analyse complex accounting and reporting tasks.
- Assists Managers in the completion of work assignment, as required.
- Competently assists and reviews the work of other team members.
- Undertake training and development to improve skills and techniques.

OPERATIONAL

- Take responsibility for the completion of work allocated and delegated to others.
- Adhere to internal policies and procedures.
- Support other team members and promote a positive work environment.
- Responsible for providing support to team members in the completion of work, including providing appropriate feedback in a constructive and helpful manner.
- Presents opportunities to improve work practises, client service and internal processes. Encourages others to do the same.

CLIENT SERVICE

- 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 and is pro-active in presenting the impact of these to Managers and clients.

PERSONAL

- Demonstrates a positive attitude, enthusiasm and maturity.
- Maintains high levels of professionalism at all times.
- Responsibility for prioritising and managing own workflow within time and budget requirements.

STRATEGIC



- Represent and promote the Firm, including participating in marketing activities, as required.
- Actively considers and utilises opportunities for business development including cross referrals and marketing.

Qualifications:

- Completed University studies with a degree in commerce, accounting or business (or possesses equivalent practical experience)
- CA/CPA qualifications completed (if applicable)

Knowledge and Experience:

- 3+ years post degree experience in accounting or professional practice.
- Excellent technical skills and knowledge.
- Sound broad soft skills experience.
- Proficiency in Microsoft Office including Word, Excel and Outlook.
- Proficiency with Practice Management (eg. Sol 6, APS) and Commercial Accounting (eg. Cashbook Plus, MYOB) software packages.

Other Requirements:

- Ability to travel to client sites as required.