

ROLE: ACCOUNTANT

PURPOSE	To care for a group of client's needs for a range of services including taxation, financial statements and business advice.
REPORTS TO/ ACCOUNTABILITY	Senior Accountant (Geelong)
INDIVIDUAL QUALITIES	<ul style="list-style-type: none"> • Exceptional attention to detail • Confidence to advise clients based on sound knowledge • Excellent written and verbal communication skills • Willingness to learn, show initiative and be a positive "team player" • Positive and happy attitude • Highest standard of ethics, confidentiality, and professionalism • Excellent time management skills
KEY DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none"> • Client meetings • Follow up to clients with queries • Manage the flow of information between clients and our firm • Prepare Business Activity Statements (BAS's) and Instalment Activity Statements (IAS's) • Prepare Financial Statements, including Depreciation Schedules • Prepare Income Tax Returns • Prepare CGT calculations and provide advice to clients • Prepare FBT calculations and provide salary packaging reviews to clients • Liaise with the ATO on client matters • Business entity setup and registration • Computer data input • Prepare BSA Annual Review Reports • Prepare ATO applications such as ABN, TFN, GST and PAYG • Prepare invoices for clients' and ensure all work is accurately billed • Provide general accounting and taxation advice to clients • Maintain up-to-date knowledge of relevant taxation and other relevant legislation and rulings. • Research and accurately interpret taxation and other relevant legislation and rulings for clients • Participate in external and internal training as required • Ongoing referral of financial planning, loan and insurance leads to our Financial Planning team • Ensure that all work is error-free and professionally presented and complies with Momentum's procedures and systems • Prepare work flow reports for your own client work • Prepare cash flow budgets and profit ns for clients • Other duties as requested
PERFORMANCE MEASURES	<ul style="list-style-type: none"> • Meet the monthly fee target of \$XX,XXX (\$XXX,XXX annually = 45 weeks x 37.5 hours x XX% productivity x \$XXX target hourly rate) • Ensure that work and lodgement deadlines are met for all clients that you are responsible for • Contribute to the continual enhancement of the range of products and services offered to our clients • Support the entire Momentum Team to ensure that our clients are always delighted. • Contribute to the happy and positive working environment that exists at Momentum.

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QUALIFICATIONS AND EXPERIENCE

- Tertiary Accounting Qualifications
- Membership of a Professional Accounting Body (CA or CPA)
- Experience in the preparation of Financial Statements and Tax Returns
- Excellent knowledge of taxation legislation
- Excellent XERO / MYOB knowledge
- Excellent use of Word, Excel and Outlook