

# ACCOUNTANT

**EMPLOYMENT STATUS**  Full Time  Part Time

**REPORTS TO** {Name}

## OVERALL OBJECTIVE

To care for a group of client's needs for a range of services including taxation, financial statements and business advice



## INDIVIDUAL QUALITIES

- 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

## QUALIFICATIONS & EXPERIENCE

- Tertiary Accounting Qualifications
- Membership of a Professional Accounting Body (preferred, not essential)
- Experience in the preparation of Financial Statements and Tax Returns **(two years minimum)**
- Excellent knowledge of taxation legislation
- Excellent Xero / Accounting Software knowledge
- Excellent use of Word, Excel and Outlook

## KEY DUTIES & **RESPONSIBILITIES**

- 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
- 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
- Ensure that all work is error-free and professionally presented and complies with Momentum's procedures and systems
- Maintain current and accurate files and record and date any actions and detailed file notes
- Prepare work flow reports for your own client work
- Prepare cash flow budgets and profit plans for clients
- Other duties as requested

## PERFORMANCE **MEASURES**

- 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 Financial Group