

POSITION DESCRIPTION

POSITION TITLE:	Senior Accountant
DEPARTMENT:	Advice Delivery
PURPOSE OF ROLE:	Manage the client relationship by providing quality accounting and taxation services to clients in the South West.
RELATIONSHIP TO OTHER POSITIONS:	<p>Liaise accounting team to deliver service offering and business objectives</p> <p>Work with strategic advice partners to enhance client relationship and advice delivery</p>
DUTIES & RESPONSIBILITIES:	<p>Attract new clients to the business through marketing, referral and networking activities</p> <p>Ensure all compliance requirements are met in accordance with legislative requirements</p> <p>Prepare expense and management reporting</p> <p>Work collaboratively with the Partners to identify critical planning issues such as;</p> <ul style="list-style-type: none"> • Taxation • Business structuring and asset protection • Business management – performance monitoring and development • Budgeting and cashflow forecasting • Profitability development • Succession planning • Financial planning <p>Presentation of all client reports and presentation material</p> <p>The accurate and timely lodgement of all BAS and taxation lodgements in accordance with agreed business processes</p> <p>Represent Sinnotts Accountants in the broader community</p> <p>Continually up-skill knowledge through a combination of both technical and soft skills training</p> <p>Meet targets in line with business objectives</p>
SKILLS & KNOWLEDGE REQUIRED	<ul style="list-style-type: none"> ▪ Excellent inter-personal skills for dealing with enquiries regarding sensitive and confidential issues ▪ Genuine ability to build rapport easily ▪ Ability to communicate at all levels with empathy and professionalism ▪ Ability to prepare, analyse and present a range of financial reports ▪ Excellent time management and organisational skills ▪ Advanced computer literacy within MYOB, Quicken, Banklink, Xero

	<p>KNOWLEDGE / EDUCATION</p> <ul style="list-style-type: none"> ▪ CA or CPA qualified or enrolled(preferred) ▪ Strong business acumen ▪ Applied knowledge of the taxation legislation
EXPERIENCE:	<ul style="list-style-type: none"> ▪ 5 years plus experience within accounting or related industry
ATTRIBUTES:	<ul style="list-style-type: none"> ▪ Attention to detail ▪ A proactive attitude with a passion for personal and professional excellence ▪ Possess strong leadership qualities and be able to lead by example ▪ Exceptional customer service focus ▪ Highly organized ▪ Attention to detail ▪ Ability to follow agreed processes ▪ Professional presentation
LOCATION:	58 Hesse Street Colac
REPORTING TO:	Partners