

POSITION DESCRIPTION

GRADUATE OR TRAINEE ACCOUNTANT

PO Box 74, Camperdown 3260

mriches@sinnotts.com.au

Position Title

Graduate or Trainee Accountant (Full Time or Part Time)

Department

Accounting & Taxation Services

Purpose of Role

Liaise with accounting team to provide quality accounting and taxation services to clients in the Southwest

Duties & Responsibilities

- Ensure all client data is accurately recorded in all business systems according to agreed processes
- The preparation of all relevant reports and presentation material used in client appointments
- The accurate and timely preparation of all BAS and taxation lodgements in accordance with agreed business processes
- Liaise with the ATO and relevant bodies
- Ensure all compliance requirements are met in accordance with ATO legislative requirements
- Represent Sinnotts Accountants in the broader community
- Continually up-skill knowledge through a combination of both technical and soft skills training
- Meet targets in line with business objectives

Skills

- 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
- Computer literacy within Xero

Knowledge/ Education	Bachelor Commerce (Accounting) &/or equivalent Applications also welcome from students in final years of study
Experience	Experience in the accounting industry is advantageous
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 skills • Highly organized • Ability to follow agreed processes • Professional presentation
Salary	To be negotiated with suitable applicant
Location	118 Koroit St, Warrnambool OR 19 Pike Street, Camperdown
Reporting To	Senior Accountants

Apply in writing to mriches@sinnotts.com.au or
 PO Box 74, Camperdown VIC 3260
 Applications close 5pm Friday 10th June 2022