



# Accountant

**Reports to:** Senior Tax Manager & Director

**Direct Reports:** Nil

**Full Time / Part Time:** Part Time

## The Business

This South Australian business is an innovative, client focussed accounting practice, located in Adelaide's northern suburbs. It has established an enviable workplace culture that supports work life balance and has an undeniable passion for small business.

It specialises in strategic business consulting, taxation and management reporting, bookkeeping and payroll services as solutions to enable its business clients to achieve their goals.

## Purpose

This role is designed to deliver successful financial outcomes to its small and medium business client base. It strives to build strong relationships with clients to enhance understanding of their business needs and deliver effective tailored services and solutions. Internally you provide support to the tax and compliance team to ensure timely, accurate and quality preparation of tax returns, activity statements and financial accounts.

## Key Role Outcomes

- Clients are engaged consistently and professionally through the delivery of tailored, high quality and holistic strategic financial solutions.
- Clients implement recommended financial solutions and services that enable them to meet their goals.
- Through high quality work and attention to detail, the tax and bookkeeping team deliver a high standard of quality and compliance.
- The team are supported to achieve the goals set for individual clients.
- The business is moving towards its strategic goals and continuing its growth.

## **Competencies**

- Customer Orientation
- Strategic Thinking
- Builds Collaborative Relationships
- Epitomises Professionalism
- Achieves Results
- Drives Business Excellence
- Fosters teamwork

## **Work, Health and Safety**

The role has the responsibility for contributing to workplace safety procedures and programs. This is inclusive of

- participating in workplace health and safety discussions,
- identifying hazards, assessing their risk and implementing controls,
- providing adequate WHS information, instruction, training and supervision to employees where required,
- applying procedures for dealing with incidents and emergency events and
- maintaining appropriate workplace safety records.

## **Corporate Responsibilities**

- Demonstrates professional workplace behaviours.
- Participates in both professional development opportunities and performance development processes.
- Abides by organisational policies and procedures.

## **Person Capabilities**

Skills, Experience and Knowledge

- Initiative and high level of motivation
- Experience producing financial solutions and great outcomes for businesses.
- Extensive knowledge of current accounting practice, legislative and compliance requirements.
- 3 years technical experience in a taxation and business advisory firm.
- Accounting and compliance experience.
- Experience / Certification with Xero is highly regarded.

Qualification

- Accounting/Commerce Degree at a minimum.
- CA/CPA is highly regarded.