

Position Description	
Organisation name:	Walsh Accounting
Position title:	Assistant Accountant
Reports to:	Senior Accountant
Position summary:	<p>To provide optimal client service with the provision of quality, timely and cost-effective accounting and business services.</p> <p>Key tasks include responsibility for technical competence, the preparation of various financial statements, tax returns, BAS/IAS, FBT, PAYG withholding, data entry and payroll as required. Provide a broad range of auditing services under guidance of Senior Auditor. Work as a team with other staff members, proactively works to establish and maintain effective client relationship and continually looks for ways to add value.</p>
Employment status:	Full time or Part time
Hours:	8.30am-5pm. Minimum 28 hours per week or up to full time (38 hours)
Location:	Barcaldine
Performance review period:	3 month probationary and Annual performance review

Key Tasks/Responsibilities	
Area	Details
Accounting	Preparation of financial statements and tax returns for all entities including sole traders, partnerships, trusts, companies and SMSFs.
	Preparing Tax Planning Figures and Analysis
	Preparing Individual Income Tax Returns with and without Rental Properties and business schedules
	Preparation of BAS/IAS returns, FBT returns, PAYG Summary reports, PAYG withholding variation application for all entities.
	Complete client data input as required, generate necessary journal entries and review trial balance.
	Preparation of clear and concise workpapers for review.
	Provide client assistance with compliance matters arising from PAYG, GST, Workcover, superannuation, Centrelink and other government agencies.

	Provide general assistance with the processing of all bookkeeping and accounting tasks for your team.
	Responsible for electronic filing of client's records,
Payroll	Processing of Time sheets and Payroll – various awards
	Processing of superannuation, STP and SCBH processing
Team work	Reporting and contributing internally to Walsh Accounting, including: Maintaining accurate records of time and activities performed for clients, making notes and reports, Utilising Walsh Accounting's job, cost management tool (CCH iFirm), Participating in the teams process and practice management and development activities and initiatives
	Work as an effective team member, communicating effectively, sharing information and providing peers and management with assistance and support.
	Be committed to the firm's future development, exhibit and promote a commitment to career and staff development and ethics within the firm.
Technical/professional	Have a good knowledge of the firm's systems and processes and with direction, able to identify the appropriate resources to apply them.
	Develop effective working relationships between the client and the firm.
	Develop technical competence and continue professional development in all areas for effective management of client queries and requirements.
	Apply technical knowledge and research in answering client queries and formulating recommendations.
Promotion	Communicate a genuine interest in client activities and develop an understanding of their business and industry needs.
	To promote the interests of the business to the general community and enhance the organisation's goodwill.
	To ensure the firm's business interests are maintained effectively and support management decisions.
General	To actively manage your own performance by monitoring key performance indicators.
	To actively participate in the performance review process by identifying your own requirements with regard to personal and professional development and utilise opportunities that are made available to develop new or optimise existing skills.
	To cooperate in a professional manner with all clients, staff and management.
	Be committed to the quality improvement process by participating in initiatives and making suggestions as to improvements and/or efficiencies.

	Communicate accurately, succinctly and in a manner, which promotes a client service orientation.
	Maintain the highest level of client confidentiality and not disclose information relating to a client's (or a former client's) affairs to a third party unless you have: obtained the client's permission; or a legal duty to do so.

Skills and Experience

Area	Details
Abilities & Aptitude	<p>Tech savvy and able to learn new software programs quickly</p> <p>Ability to work semi autonomously, solve problems and provide practical solutions to create value</p> <p>Excellent interpersonal skills, able to build strong relationships (both internally and externally) and quickly establish rapport</p> <p>Co-operative, energetic and enthusiastic with a positive outlook</p> <p>A proactive approach to the role with a willingness to learn, ability to use initiative</p>
Technical Knowledge (may be learnt on the job)	<ul style="list-style-type: none"> • Non-commercial loss rules • Division 7A loans • Individual Tax claims • Small Business advice – WorkCover, Stamp Duty, Payroll tax, FBT etc • Non-Small Business advice • CGT SBE Business Concessions • Depreciation rules • CGT Calculation on Sale of Property • SGC Obligations • Franking Accounts and the dividend imputation system • Family Trust Elections • Completion of Co-invest administration • Taxable Payments Annual Reports • Tax minimisation strategies • Audit standards and procedures • Self-managed super fund compliance requirements
Other Skills and Knowledge	<p>Strong attention to detail</p> <p>Highly developed organisational skills and a methodical approach to completing work</p> <p>Excellent time management skills</p> <p>Flexibility and adaptability to changing priorities and work demands</p> <p>Excellent client service skills - ability to provide a professional and responsive service</p>

Practical	<p>Strong communication skills (both written and verbal)</p> <p>Research skills and applied knowledge.</p> <p>Sound understanding of contemporary business practices and culture</p>
Computer	<p>Adequate keyboard skills to enable efficient data entry.</p> <p>Microsoft Office including Word, Excel, Outlook, PowerPoint.</p> <p>Bookkeeping programs e.g. MYOB, Xero, Reckon Quickbooks etc</p>

Key Performance Indicators

Area	Details
Production	Charged time – target of 80% productivity