



## POSITION DESCRIPTION

<b>Job Title:</b>	Accountant	<b>Reports to:</b>	Manager
<b>Approved by:</b>	Stephen Bushell, Partner	<b>Date approved:</b>	February 2017

### Company Overview

Gooding Partners Chartered Accountants is a highly successful and motivated chartered accounting firm. We offer a full range of accounting services including Business Advisory, Taxation, Superannuation, Corporate Finance and Corporate Secretarial. We are proud of our professional and innovative approach and know that our team members are the reason for our success. Our team is dynamic, energetic and friendly as well as being professional and very technically skilled. As an affiliated member of the DFK International group Gooding Partners Chartered Accountants offers a network of accountants in over 300 offices across the world.

### Job Overview

The Accountant is responsible for applying accounting principles and procedures to analyse financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures.

Activities include:

- Preparation of individual, partnership, trust and company tax returns.
- Preparation of general and special purpose financial statements.
- Preparation of business activity statements for various business structures.
- Liaison with the ATO.
- Research on tax related matters.
- Support Senior Accountants and managers regarding business services matters.
- Assisting managers with the preparation and presentation of internal technical training sessions

Key Accountabilities	Expected Outputs and Measurement
<b>Teamwork</b> <ul style="list-style-type: none"> <li>• co-operates and communicates effectively</li> <li>• builds relationships with team members at all levels</li> <li>• accepts constructive feedback to address problems and enable goal achievement</li> </ul>	Works cooperatively with all staff  Ensures managers are regularly updated with progress on jobs  Considers feedback and works proactively to achieve required levels
<b>Commitment</b> <ul style="list-style-type: none"> <li>• accepts responsibility</li> <li>• behaves professionally</li> <li>• devotes time and energy to the requirements of GPCA</li> </ul>	Behaves professionally and can be relied upon to honour commitments  Shows commitment to work and high standards of performance.
<b>Learning &amp; Development</b> <ul style="list-style-type: none"> <li>• takes responsibility and is proactive about own development</li> <li>• values and participates positively in all training and development programs</li> </ul>	Progress in CA Program (where not completed)  Attends external training sessions  Actively participates in all staff training
<b>Work Methodology</b> <ul style="list-style-type: none"> <li>• develops and maintains consistent methodology and approach to jobs</li> </ul>	Clears review points in a timely and efficient manner and returns job to reviewer promptly.

<ul style="list-style-type: none"> <li>learns from review points and doesn't make repetitive errors</li> <li>works within GP's job file guidelines and standards</li> <li>seeks assistance and advice as required</li> </ul>	<p>Questions are researched prior to being asked.</p> <p>Takes notes where appropriate. Listens carefully to answers.</p> <p>Produces results with minimum review points and in an effective and efficient manner</p>
<p><b>Work Management</b></p> <ul style="list-style-type: none"> <li>delivers jobs within allocated timeframe and budget</li> <li>communicates workload and timeframe conflicts with team members</li> <li>reacts flexibly when dealing with problems and changes in priorities</li> </ul>	<p>Timesheets are completed on time and accurately.</p> <p>Takes ownership of assignments and keeps reviewer informed of progress. Work deadlines are met.</p> <p>Identifies to manager components of the job which may be delegated</p>
<p><b>Process and Improvement</b></p> <ul style="list-style-type: none"> <li>understands the value and importance of required processes and procedures</li> <li>suggest improvements to processes and procedures when identified</li> </ul>	<p>Electronic work papers maintained</p> <p>Client brief's regularly updated</p> <p>Support and contribute to efficiency programs</p>
<p><b>Financial Results</b></p>	<p>Achieves productivity budget of 85%</p>

**Knowledge, Skills & Experience**

<b>Skills</b>	<b>Experience</b>	<b>Qualifications</b>
<ul style="list-style-type: none"> <li>attention to detail and accuracy</li> <li>planning and organizing</li> <li>strong communication skills</li> <li>information and task monitoring</li> <li>problem analysis</li> <li>judgment and problem-solving</li> <li>developing research skills</li> <li>developing client relationship skills</li> </ul>	<ul style="list-style-type: none"> <li>knowledge of accepted accounting practices and principles</li> <li>knowledge of economic principles</li> <li>knowledge of tax practices and principles</li> <li>knowledge and experience of related computer applications</li> <li>developing experience in the management of financial systems and budgets, financial reporting, financial data analysis, taxation and providing financial advice</li> </ul>	<ul style="list-style-type: none"> <li>Accounting degree or equivalent</li> <li>CA qualified or nearing completion</li> </ul>