



POSITION DESCRIPTION

Job Title:	Senior Accountant	Reports to:	Manager
Approved by:	Stephen Bushell, Partner	Date approved:	February 2017

<p>Company Overview</p> <p>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.</p> <p>Job Overview</p> <p>The senior 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.</p> <p>Activities include:</p> <ul style="list-style-type: none"> • 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. • Work directly with Partners and Associates • Work on complex entities involving staff at all levels and regulatory bodies • Review and oversee work delegated to Graduate Accountants. • Preparation and presentation of internal technical training sessions
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Key Accountabilities	Expected Outputs and Measurement
<p>Teamwork</p> <ul style="list-style-type: none"> • co-operates and communicates effectively • builds relationships with team members at all levels • accepts and provides constructive feedback to address problems and enable goal achievement 	<p>Works cooperatively with all staff building strong working relationships with all levels of staff.</p> <p>Conflict and issues addressed and resolved quickly and respectfully with minimal disruptions</p> <p>Provision of appropriate and timely feedback to junior staff as required</p>
<p>Commitment</p> <ul style="list-style-type: none"> • accepts responsibility • behaves professionally • devotes time and energy to the requirements of GPCA 	<p>Behaves professionally and can be relied upon to honour commitments</p> <p>Shows commitment to work and high standards of performance.</p>
<p>Development</p> <ul style="list-style-type: none"> • takes responsibility and is proactive about own development • values and participates positively in all 	<p>Application of CA qualifications</p> <p>Attends external training sessions</p>

<p>training and development programs</p> <ul style="list-style-type: none"> • assists where possible to develop others 	<p>Actively participates in all staff training</p> <p>Presentation of minimum of one effective training session</p> <p>Delivers Vacation, Trainee and graduate training</p>
<p>Work Methodology</p> <ul style="list-style-type: none"> • develops and maintains consistent methodology and approach to jobs • learns from review points and doesn't make repetitive errors • works within GP's job file guidelines and standards • offers suggestions for improvements and efficiencies within client jobs • seeks assistance and advice as required 	<p>Clears review points in a timely and efficient manner and returns job to reviewer <u>promptly</u>.</p> <p>Identifies issues and researches possible solutions prior to being asked.</p> <p>Takes good notes, references jobs well. Assists junior staff in developing good note taking and referencing skills.</p> <p>Produces results with minimum review points and in an effective and efficient manner</p>
<p>Work Management</p> <ul style="list-style-type: none"> • delivers jobs within allocated timeframe and budget • communicates workload and timeframe conflicts with team members • reacts flexibly when dealing with problems and changes in priorities 	<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 job components that could be delegated to junior accountants and admin staff</p> <p>Manages jobs that have been delegated</p>
<p>Process and Improvement</p> <ul style="list-style-type: none"> • understands the value and importance of required processes and procedures • suggest improvements to processes and procedures when identified 	<p>Electronic work papers maintained</p> <p>Client brief's regularly updated</p> <p>Support and contribute to efficiency programs including contributing to the Quality Committee</p>
<p>Financial Results</p>	<p>Achieves productivity budget of 85%</p>
<p>Financial Controls</p>	<p>Ensures draft fees are completed within one week of completing jobs</p>
<p>Business Growth</p> <ul style="list-style-type: none"> • presents positive image of self and GP • makes suggestions about business development opportunities when identified 	<p>Appropriate communication with clients and other stakeholders where required</p> <p>Identifies opportunities for value add services to offer or provide to clients</p>

Knowledge, Skills & Experience

Skills	Experience	Qualifications
<ul style="list-style-type: none">▪ attention to detail and accuracy▪ time management, planning and organizing▪ strong written and verbal communication skills▪ job monitoring and progression of job through process▪ problem identification and analysis▪ judgment and problem-solving▪ supervisory and delegation skills▪ client relationship skills▪ strong research skills	<ul style="list-style-type: none">▪ knowledge of accepted accounting practices and principles▪ knowledge of economic principles▪ knowledge of tax practices and principles▪ knowledge and experience of related computer applications▪ typically 3 + years' experience in the management of financial systems and budgets, financial reporting, financial data analysis, taxation and providing financial advice	<ul style="list-style-type: none">▪ Accounting degree or equivalent▪ CA qualified