**Senior Accountant Job Description**

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| **Title:** | Senior Accountant |
| **Reports to:** | Directors / Associate Director / Manager |
| **Date prepared:** | March 2023 |
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| **Position summary:** | |
| The purpose of this position is to provide Business Services to clients in a professional and efficient manner to enable increased customer loyalty. Clients will include individuals, companies, partnerships, trusts, etc. | |
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| **Key Responsibilities** | |
| **Business Services** | |
| * Complete and independently self-review complex statutory compliance work for Individuals, Sole Traders, Trusts, Partnerships and Companies. * Prepare Annual Reports with limited assistance. * Independently review work prepared by outsourced partners or junior accountants including Financial Statements, Tax Returns, Management Reports, Budgets * Prepare and deliver technical presentations to external clients / groups / networks. * Know relevant questions to ask and how to ‘drill down’ on technical information. * Ensure compliance and statutory obligations are met. * Understand our internal control procedures and can identify weaknesses. | |
| **Tax** | |
| * Provide verbal and written advice on tax related matters. * Calculate tax obligations for different business structures including Companies, Trusts, and Partnerships. * Have a solid understanding of complex tax regimes, various entity structures and their relevant implications. * Experienced in the development of multiple scenarios for yearend tax planning purposes. * Advise on tax issues and implications for non-complex scenarios | |
| **Advisory** | |
| * Develop competence in Advisory services including IT projects, process improvement, internal reporting practices, efficiency reviews and business mentoring. * Understand Tax & Accounting matters. * Develop competence in Corporate Advisory services including:   + business and equity valuations   + preparing businesses for sale   + due diligence   + finance applications   + negotiating transactions   + financial modelling   + strategic planning   + capital/debt raisings * Assist with Management Projections, KPIs, Business Plans, Cashflow Forecasting, Management Accounting & Benchmarking, VCFO arrangements & Tax advice. | |
| **Impact** | |
| * Take ownership and responsibility of your own work and that of the team. * Able to prioritise and re-prioritise work as required. * Make appropriate recommendations and provide good solutions to problems in a timely manner. * Assess and analyse information to draw an accurate conclusion. * Identify roadblocks early and can recommend a course of action. * Anticipate and respond to the needs and demands of clients in a professional and timely manner.. | |
| **Together** | |
| * Understand the various roles and responsibilities within the team. * Instigate collaborative team working to improve relationships and effectiveness. * Demonstrate cultural awareness and sensitivity. * Earn and keep client’s and team’s trust. * Build long lasting, positive, constructive relationships inside and outside the business. | |
| **Improve** | |
| * Have sound knowledge of role responsibilities and requirements and demonstrate technical competence. * Proactively share your knowledge with other individuals and teams. * Encourage colleagues to undertake learning and development activities. * Provide timely and constructive advice to others. * Make suggestions for improvements to role, processes, procedures to improve workflow or work output. * Build a wide range of skills to strengthen your effectiveness as a business advisor. * Encourage curiosity and inquisitiveness in others. | |
| **Agility** | |
| * Don’t get bogged down in unnecessary detail. * Help to drive forward change initiatives and projects. * Respond positively to changes in role or industry, new ideas, approaches and perspectives. * Understand how projects and activities impact the wider business. * Demonstrate resilience in the face of setbacks. * Minimise write offs or scope creep. * Identify opportunities for value added services to existing clients. | |
| **Enjoy** | |
| * Proactively address areas to improve job satisfaction. * Proactively seek out a diverse range of views and perspectives recognising that these can contribute to a new and better solution. * Challenge the use of stereotypes and bias. * Set and achieve short term life and work goals. * Encourage others to be creative in their thinking and approach. | |
| **Leadership** | |
| * Be proactive and take appropriate action to have a positive impact on your work and team. * Recognise and celebrate the accomplishments of others. * Show an understanding of the wider company strategy and business needs and understand your own impact on its success. * Remain calm when faced with opposition. * Inspire and motivate others to achieve. | |
| **Other Duties** | |
| * Comply with all Health and Safety procedures as defined by the Health and Safety in Employment Act * Comply with all Company policies and procedures * Any other reasonable duties as and when required by the employer | |