**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.
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| **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
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| **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.
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| **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..
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| **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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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
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