

POSITION DESCRIPTION

Job Title:	Accountant	Reports to:	Manager
Approved by:	Stephen Bushell, Partner	Date approved:	January 2021

Company Overview

DFK Gooding Partners is a leading accounting, taxation and business advisory firm based in Perth. We specialise in providing services to a portfolio of sophisticated clients including family controlled and privately owned small businesses and high net-worth individuals that require the highest level of personal service and attention. 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, DFK Gooding Partners 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.
- Maintenance of work papers on MYOB AE
- 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
<p>Teamwork</p> <ul style="list-style-type: none"> • co-operates and communicates effectively • builds relationships with team members at all levels • accepts constructive feedback to address problems and enable goal achievement 	<p>Works cooperatively with all staff</p> <p>Ensures managers are regularly updated with progress on jobs</p> <p>Considers feedback and works proactively to achieve required levels</p>
<p>Commitment</p> <ul style="list-style-type: none"> • accepts responsibility • behaves professionally • devotes time and energy to the requirements of DFKGP 	<p>Behaves professionally and can be relied upon to honour commitments</p> <p>Shows commitment to work and high standards of performance.</p>
<p>Learning & Development</p> <ul style="list-style-type: none"> • takes responsibility and is proactive about own development • values and participates positively in all training and development programs 	<p>Progress in CA Program (where not completed)</p> <p>Actively participates in all staff training</p> <p>Prepares and facilitates at least one staff training session per year</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 • seeks assistance and advice as required 	<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>Clears review points in a timely and efficient manner and returns job to reviewer promptly.</p> <p>Communicates budget and impact on length of time in the office.</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 job manager informed of progress. Work deadlines are met.</p> <p>Identifies to job manager components of the job which may be 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 on MYOB AE</p> <p>Prepares strongly references workpapers to 'tell the clients story'. Identifies carry forward items for use in next year's return</p> <p>Client brief's regularly updated</p> <p>Support and contribute to efficiency programs</p>
<p>Financial Results</p>	<p>Achieves productivity budget of 85%</p> <p>Maintains focus on length of time job is in the office</p> <p>Sets up draft fee to support job brief and makes adjustments as appropriate based on WIP.</p>

Knowledge, Skills & Experience

Skills	Experience	Qualifications
<ul style="list-style-type: none">▪ attention to detail and accuracy▪ planning and organizing▪ strong communication skills▪ information and task monitoring▪ problem analysis▪ judgment and problem-solving▪ developing research skills▪ developing client relationship skills▪ proficient in office suite▪ proficient in MYOB, Xero, and other cloud based software	<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▪ developing experience in the management of financial systems and budgets, financial reporting, financial data analysis, taxation and providing financial advice▪ Experience with cloud-based software (MYOB, Xero, etc)	<ul style="list-style-type: none">▪ Accounting degree or equivalent▪ CA qualified or nearing completion