

**POSITION DESCRIPTION**

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

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.
- 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

<b>Key Accountabilities</b>	<b>Expected Outputs and Measurement</b>
<p><b>Teamwork</b></p> <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 and provides constructive feedback to address problems and enable goal achievement</li> </ul>	<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 along with upward feedback to managers/Partners/HR of issues, training or problems to be addressed.</p>
<p><b>Commitment</b></p> <ul style="list-style-type: none"> <li>• accepts responsibility</li> <li>• behaves professionally</li> <li>• devotes time and energy to the requirements of DFKGP</li> </ul>	<p>Behaves professionally and can be relied upon to honour commitments</p> <p>Shows commitment to work and high standards of performance.</p>

<p><b>Development</b></p> <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> <li>• assists where possible to develop others</li> </ul>	<p>Application of CA qualifications</p> <p>Attends external training sessions at the firms request and also those identified by self, identifying correlation to firm or client needs</p> <p>Actively participates in all staff training</p> <p>Presentation of minimum of one effective training session per half year. Including identifying possible topic areas for the staff training calendar</p> <p>Delivers Vacation, Trainee and graduate training</p>
<p><b>Work Methodology</b></p> <ul style="list-style-type: none"> <li>• develops and maintains consistent methodology and approach to jobs</li> <li>• learns from review points and doesn't make repetitive errors</li> <li>• works within DFKGP's job file guidelines and standards</li> <li>• offers suggestions for improvements and efficiencies within client jobs</li> <li>• seeks assistance and advice as required</li> <li>• supports junior staff in learning strong work methodology skills</li> </ul>	<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><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 job components that could be delegated to junior accountants and admin staff</p> <p>Manages jobs that have been delegated including taking responsibility for WIP, budget and time in the office.</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 on MYOB AE</p> <p>Client brief's regularly updated</p> <p>Support and contribute to efficiency programs including contributing to the Quality Committee</p>
<p><b>Financial Results</b></p>	<p>Achieves productivity budget of 85%</p> <p>Supports Job Manager and Partners to ensure job turnaround is within agreed timeframes</p>
<p><b>Financial Controls</b></p>	<p>Ensures draft fees are completed within one week of completing jobs</p> <p>Sets up draft fee to support job brief and makes adjustments as appropriate based on WIP.</p>
<p><b>Business Growth</b></p> <ul style="list-style-type: none"> <li>• presents positive image of self and DFKGP</li> <li>• makes suggestions about business development opportunities when identified</li> </ul>	<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"> <li>▪ attention to detail and accuracy</li> <li>▪ time management, planning and organizing</li> <li>▪ strong written and verbal communication skills</li> <li>▪ job monitoring and progression of job through process</li> <li>▪ problem identification and analysis</li> <li>▪ judgment and problem-solving</li> <li>▪ supervisory and delegation skills</li> <li>▪ client relationship skills</li> <li>▪ strong research skills</li> <li>▪ proficient in MYOB, Xero, and other cloud based software</li> <li>▪ proficient in office suite</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>▪ typically 3 + years' experience in the management of financial systems and budgets, financial reporting, financial data analysis, taxation and providing financial advice</li> <li>▪ Has identified a service area or technical skill to develop as a strength</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accounting degree or equivalent</li> <li>▪ CA qualified</li> <li>▪ Participated in external training sessions to build tax and Business Services knowledge</li> </ul>