

Sample job description:

ABC COMPANY PTY LTD

Culture/Values

POSITION DESCRIPTION

SENIOR FINANCIAL ACCOUNTANT

Position: Financial Accountant
Reporting to: Financial Controller

Primary purpose of the role

To assist the financial control team in financial service delivery by taking responsibility for a number of advanced tasks (defined below) centered around accounting and tax compliance and improving the accounting function.

Intent

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by staff in this role. Staff members may be requested to perform job-related tasks other than those specifically presented in this description. Role Descriptions may also be modified from time to time to reflect usual growth and change of role.

Key Result Areas (KRA)

1. Statutory accounting
2. Tax compliance
3. Balance sheet reconciliation
4. Project work

Statutory accounting

Major responsibilities

- Preparation of annual financial accounts for the BDW Group.
- Preparation of half yearly short form accounts for debt covenant compliance purposes.

Performance indicators

- Strong technical financial accounting skills including consolidations and foreign currency translation.
- Strong systems skills with an ease of adaptation to excel and TM1 based reporting.
- Timely production of statutory accounts in time for year end financial audit (August) and half year short form in January of each year.

Tax compliance

Major responsibilities

- Calculation of annual tax position of each of the entities within the BDW Group.
- Lodgement of key tax compliance documents for the BDW Group including income tax returns, technical reviews of monthly BAS statements and annual FBT returns.
- Preparation of annual tax forecasts, quarterly income installment reports for partner IAS's and annual partner tax and accounting income reports.

Performance indicators

- Timely and accurate delivery on all responsibility components.
- Effective liaison with external tax advisors.

Balance sheet reconciliation reviews

Major responsibilities

- Provide assistance to accounting team leader in ensuring all balance sheet recs completed on a monthly basis.

Performance indicators

- Ensure timely and accurate completion of selected balance sheet recs with a minimum clearance time for all reconciling items.

Project work

Major responsibilities

- Assist Financial Controller in the “continuous improvement” approach currently being applied to the National Finance function.
- Assistance to Financial Controller on specific items such as lease financing requirements and other ad-hoc projects as required.

Performance indicators

- Identify and convert on opportunities for process improvement in the above areas of major responsibility. These improvements should, have the effect of optimising efficiencies and minimising risk.
- Creation of capacity in the incumbents role to absorb more tasks of a “value-add” nature.

Key communication/relationships for this role

Direct Reports (by position title):

- To be determined.

Other key communications/relationships:

- Partners.
- Senior commercial services group staff.
- Team peers.

Key challenges in transitioning successfully to

- Confident and effective in communication style (particularly with Partners)
- Technically adept, strong attention to detail.
- An adaptable team player with a strong service ethic.
- Ability to educate staff on key accounting concepts.

Core competencies:

Technical

- Relevant experience in a professional services environment.
- Sound technology skills, including advanced spreadsheet skills.
- Solid understanding of Australian tax, GAAP and accrual accounting principles.
- Post graduate accounting qualification.

Behavioral

- Ability to communicate at all levels of the business (particularly partners), good interpersonal skills.
- Advanced problem solving and analytical skills, including the ability to identify issues and suggest solutions.
- Adaptability in a changing environment.
- Sound priority management skills – make decisions in order to “stay afloat”.
- Proactive service focus, including building a favorable reputation with internal clients (ie. Partners).
- Lead by example with a positive, “can-do” attitude.