

Junior Accountant

Position Purpose and General Statement

The Junior Accountant role is to work as part of the team in our Public Accounting Practice. We are looking for a person with an accounting background, skills & experience to work closely with and support our team of Accountants and clients.

Specific Accountabilities

- Preparation of Financial Statements and Tax Return preparation for all business entity types and Self-Managed Superannuation Funds.
- Preparation of Asset Schedules for clients with fixed assets and share portfolios.
- Use of Microsoft Office, particularly Word and Excel.
- Use of MYOB Accountants Enterprise Software.
- Manage enquiries – face to face, by telephone or electronically regarding: -
 - Financial Accounts
 - Taxation
 - Superannuation would be highly desirable & willingness to learn
- Prepare documents from standard templates.
- Assist Accountants and team as required.
- Drafting and preparation of tax returns.
- Preparation of workpapers.

Personal Specifications / Experience

- Enthusiastic, friendly & outgoing manner.
- Sound verbal & written communication skills.
- Ability to work well in a team with fluctuating workflows.
- Strong organisational & time management skills.
- Self-motivation, initiative & attention to detail.
- Analytical & problem-solving skills.
- Strong attention to detail.

Required Skills / Qualifications

- Demonstrated experience in Financial Statements and Tax Return preparation for all business entity types and Self-Managed Superannuation Funds.
- Demonstrated experience in preparation of Asset Schedules for clients with fixed assets and share portfolios.
- Recognised Australian Qualifications in Accounting Degree essential with an Australian University.
- Demonstrated knowledge and experience with MYOB and Xero software.
- Demonstrated knowledge in BGL, Quickbooks and Phoenix software would be an advantage.
- Studying or prepared to undertake CA ANZ and/or CPA and/or IPA Professional qualifications, desirable.
- Demonstrated ability in Microsoft Office software essential, particularly Word and Excel programs.
- Proficiency and accuracy in typing essential.
- Fluency in speaking & writing in English essential.

Hours

- Full time 38 hours per week or part time considered.

Any enquiries in relation to this please phone David Power.

Applications close Sunday, 5 December 2021.

Please email your CV and referee details to admin@hicksadvisory.com.au