

Team Leader Tax & Accounting Support

- **Permanent Full-Time Leadership Position**
- **A financial services firm that has a great culture and values its people**
- **'Free' leave over the festive season & great employee benefits**

We are looking for an experienced dynamic leader to head up our Tax & Accounting support team on a full-time basis. Reporting to the General Manager Operations, you will lead DPM's Personal Assistants and Administration Support teams and be responsible for ensuring consistently high standards of service.

If you are an experienced team leader who has a background in professional services and possesses highly-developed people management and influencing skills, this may be the perfect opportunity for you.

Who we are looking for:

- An experienced administrator with a passion for managing complex teams
- A natural leader and proactive decision-maker with strong influencing and relationship building skills
- Someone who thrives in a busy environment and works well with complexity and competing demands

Who are we? DPM are a leading financial services firm established in Melbourne for more than 60 years. We provide our people with:

- ✓ Free annual leave over the EOY period
- ✓ A great social calendar of internal events
- ✓ Development opportunities to grow your career
- ✓ Recognition and celebration of growth and development

Want to know more? A normal day in this role would include:

- Leading the daily operations of the Tax and Accounting Support team
- Mentoring, developing and coaching the team to achieve a high performance culture
- Establishing and maintaining excellent working relationships with multiple stakeholders across DPM
- Advocating and supporting a compliant culture by ensuring the Tax & Accounting Support team adheres to relevant policies, procedures, regulations and legislation
- Developing and maintaining effective and collaborative relationships with service providers i.e. software vendors, government bodies and professional advisers where required
- Providing regular service delivery reporting that is specific to team performance

But there is a catch. To be in the running for this great role, you should have:

- Diploma of Business Administration (or similar)
- Proven experience in a small/medium Tax and Accounting practice environment (required)
- Proven leadership experience (required)
- Proficient skills in MYOB, Microsoft Office Suite
- Focus on compliance and acute attention to detail
- Excellent communication and interpersonal skills, with a sound ability to build strong relationships with internal and external stakeholders
- Excellent time management skills

Interested?

To apply for this opportunity, please submit an application through our Seek portal:

https://www.seek.com.au/job/38196683?_ga=2.253227596.471630623.1548279055-302752623.1544131672

If you have any further questions about the role, you can call our People & Development team on **(03) 9621 7183**. Please note, only those candidates that 'wow' us will be contacted!

To be eligible to apply, you must be an Australian Citizen or Permanent Resident.

Position Details	
Title	Team Leader Tax & Accounting Support
Division	Tax and Accounting
Leader	Manager Tax and Accounting
Time Fraction	Permanent Full-Time
Effective Date	1 February 2018
Position Overview	
The Team Leader Tax & Accounting Support will manage the daily operations across the Personal Assistant and Administration teams, ensuring high quality service delivery is provided to Tax Consultants and DPM clients.	
DPM Values - Everyone is expected to perform their role and conduct themselves in line with DPM's values and Code of Conduct	
Teamwork / Collaborating as one Accountability / Owning our actions Expertise / Providing innovative solutions Recognition / Valuing our people and clients Integrity / Acting with honesty, fairness and respect Passion / Enjoying everything we do!	
What does 'Good' look like for this role?	
<ul style="list-style-type: none"> Consistent and effective leadership is provided, resulting in an engaged high-performing team. Relevant knowledge, resources and tools are made available to the Tax and Accounting Support team Client service is championed and remains at the forefront of the team's service delivery focus Information and data is managed with compliance mindset. Team Leader responsibilities are carried out in a timely manner with accuracy and effectiveness Contribution is made to the overall operation and continuous improvement of the Tax and Accounting department 	
Position Responsibilities	
Leadership	<ul style="list-style-type: none"> Lead the daily operations of the Tax and Accounting Support team Mentor, develop and coach the team to achieve a culture of high performance Ensure team members are kept informed of relevant business decisions that impact the Tax & Accounting department Establish and maintain excellent working relationships with all stakeholders across DPM
Operations Management	<ul style="list-style-type: none"> Proactively identify gaps in processes and place internal controls to mitigate risk Support the implementation of DPM's strategic programs of work specific to the Tax & Accounting department Advocate and support a culture of continuous improvement through DPM's Innovate program Provide regular service delivery reporting that is specific to team performance Ensure the T&A Support team is appropriately skilled and trained to undertake their responsibilities
Compliance	<ul style="list-style-type: none"> Advocate and support a compliant culture by ensuring the T&A Support team adheres to relevant policies, procedures, regulations and legislation Lead and coordinate quality standards and productivity for the Tax & Accounting department Ensure any compliance breaches / issues are recorded and discussed Ensure all compliance timeframes are met and mitigation strategies are implemented as required
Client Service	<ul style="list-style-type: none"> Maintain and develop effective and collaborative relationships with service providers i.e. software vendors, government bodies and professional advisers where required
Qualifications/Experience/Skills	
<ul style="list-style-type: none"> Proven experience in a small/ medium Tax and Accounting practice environment (required) Proven leadership experience (required) Proficient skills in MYOB, Microsoft Office Suite Focus on compliance and attention to detail Excellent communication and interpersonal skills, with a sound ability to build strong relationships with internal and external stakeholders Excellent time management skills 	