

## Intermediate Tax Accountant

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- **Permanent Full-Time contract**
- **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 Intermediate Accountant to join our Tax & Accounting team on a full-time basis. If you are a proactive and motivated junior accountant looking for a more advanced position, this may be the perfect opportunity for you.

### Who we are looking for:

- A qualified accountant with 2-4 years of professional experience
- Someone with demonstrated experience completing tax preparation for clients
- Someone with excellent attention to detail and time management skills

**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:

- Completing basic to high level complexity tax returns and financial accounts, Business Activity Statements, and Instalment Activity Statements
- Assisting clients with general queries including software queries
- Maintaining client data and information records
- Providing support to Accountants and Consultants as required

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

- 2-4 years post degree experience in accounting or professional practice (*required*)
- Bachelor's Degree in Commerce, Accounting or Business, or equivalent experience (*required*)
- Proficiency in MYOB AE and the Microsoft Office Suite (*required*)
- CA/ CPA qualification completed (*preferred but not essential*)
- Demonstrated experience preparing accounts, income tax returns and BAS's for individuals, family groups, discretionary trusts, unit trusts and partnerships
- Excellent verbal and written communication skills

### Interested?

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

[https://www.seek.com.au/job/38272944?\\_ga=2.134240050.271060409.1549227567-302752623.1544131672](https://www.seek.com.au/job/38272944?_ga=2.134240050.271060409.1549227567-302752623.1544131672)

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 Description



Position Details	
<b>Title</b>	<b>Accountant</b>
<b>Division</b>	Tax and Accounting
<b>Leader</b>	Team Leader, Accountants
<b>Time Fraction</b>	Full-time/Permanent
<b>Reviewed Date</b>	August 2016
<b>Benchmarking</b>	Intermediate Accountant
Position Overview	
The Accountant will provide general and broad tax and accounting support to the Accountants and Consultants and liaise with clients as necessary.	
DPM Values	
Everyone at DPM is expected to perform their role and conduct themselves in line with DPM's values: <b>Teamwork</b> / Collaborating as one <b>Accountability</b> / Owing our actions <b>Expertise</b> / Providing innovative solutions <b>Recognition</b> / Valuing our people and clients <b>Integrity</b> / Acting with honesty, fairness and respect <b>Passion</b> / Enjoying everything we do!	
What does 'Good' look like for this role?	
<ul style="list-style-type: none"> <li>• Clients were consistently communicated with in a timely manner</li> <li>• KPIs and targets were achieved</li> <li>• Tax work was completed for clients accurately and efficiently</li> <li>• Consultants were adequately and accurately assisted with workflow management for each client</li> <li>• Tax knowledge was frequently kept up to date in accordance with legislative requirements</li> </ul>	
Position Responsibilities	
<b>Technical/Operational</b>	<ul style="list-style-type: none"> <li>• Complete basic to high level complexity tax returns and financial accounts</li> <li>• Complete basic to high level complexity Business Activity Statements (BAS) and Installment Activity Statements (IAS)</li> <li>• Assist clients with general queries including software queries</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Complete all work in accordance with tax and accounting legislative requirements as well as DPM procedures</li> <li>• CPD hours are to be maintained where required</li> <li>• Current knowledge of tax and accounting legislation and compliance obligations is to be maintained</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Client data and information records are to be kept current</li> <li>• Workflow management</li> <li>• Provide support to Accountants and Consultants as required</li> <li>• Take part in team projects that aim to improve productivity, quality, risk management and client service</li> </ul>
Qualifications/Experience/Skills	
<ul style="list-style-type: none"> <li>• 2 – 4 years post degree experience in accounting or professional practice</li> <li>• Completed University studies with a degree in commerce, accounting or business (or possesses equivalent practical experience)</li> <li>• Demonstrated experience preparing accounts, income tax returns and BAS's for individuals, family groups, discretionary trusts, unit trusts, hybrid trusts and partnerships</li> <li>• Excellent communication skills – verbal and written</li> <li>• Demonstrated ability to manage priorities and one's own workflow as well as very good time management skills</li> <li>• Strong attention to detail</li> <li>• Proficiency in MYOB AE and the Microsoft Office Suite i.e. Word, Excel and Outlook</li> <li>• CA/CPA qualification completed (desirable)</li> </ul>	