



Senior Tax Accountant

DPM are looking for a talented, proactive, and motivated Senior Tax Accountant to join our growing team. If you are after a more challenging role, where you can advance your career, or a fresh start with a client-centric and collaborative team, this is the perfect opportunity for you!

As a leading financial services firm with offices in Melbourne and Sydney, DPM offers you the chance to grow your expertise by working with a distinguished, high network client base of medical professionals. Whether you're looking to take your accounting career to the next level or start a new chapter we provide the support and opportunities you need.

What's in it for you?

- Flexible working: we support a balanced work style, incorporating a blend of office and work from home
- Additional leave: enjoy five additional paid leave days each year
- A culture of learning and development: monthly Tax Banter, supporting ongoing Professional Development, mentoring by highly skilled and experienced Accountants/Consultants and personalised development plans
- State of the art Office Space: work from our brand new, modern office located on St Kilda Rd, right next to the Anzac Station and tram stop.
- Motivating team: be part of a forward-thinking and energetic team of Partners, Consultants, Accountants and Client Experience Administration
- Social culture: build strong relationships with colleagues beyond the workplace - experience a lively social atmosphere with an engaging calendar of events and activities

Your role will include:

- Preparing complex tax returns and financial accounts, including Business Activity Statements (BAS) and Instalment Activity Statements (IAS)
- Participating in client meetings and providing support as needed
- Addressing client enquiries, including software-related issues and general tax questions
- Maintaining accurate client data and information records
- Assisting and collaborating with Accountants and Consultants as required
- Conducting research to provide detailed information to clients
- Mentoring junior and intermediate accountants, sharing your expertise and knowledge

The full position description is available on the next page

You will be successful because you are:

- Experienced in accounting or professional practice, preferably within taxation compliance/planning (*6 years minimum*)
- Degree qualified, professional with high integrity
- CA/ CPA qualified
- Highly skilled in preparing financial accounts, income tax returns and BASs for individuals, discretionary trusts, unit trusts, hybrid trusts, companies, and partnerships (often as they relate to family groups)
- An excellent communicator, with great verbal and written skills
- Able to develop and maintain effective client relationships
- A team player with a high level of initiative and attention to detail
- Proficient in Xero, XPM or similar, and Microsoft Office suite. Experienced with FYI docs (*desirable*)

Interested?

If you're excited to take the next step in your tax career and want to help shape the financial success of medical professionals, we'd love to hear from you!

Impressive candidates will be contacted for an interview immediately.

To be eligible, you must be an Australian Citizen/ Permanent Resident, or have full working rights.

Senior Accountant

Division:	Tax & Accounting
Department:	Tax & Accounting
Manager/ Team Leader:	Tax Compliance Manager
Position description review:	September 2025

Purpose

The Senior Accountant supports the Tax Compliance Manager to ensure all tax compliance work meets service delivery targets of timeliness, quality and budget. In addition to, assisting stakeholders /Clients as a point of contact as required and mentoring Accountants within the team

What does success look like for this role?

- Service delivery targets of timelines, quality and budget were achieved
- Stakeholders were consistently communicated within a timely manner
- Client confidence was gained in face to face meetings with clients as required
- Effectively managed workload
- Junior Accountants were mentored and developed through guidance and assistance
- Tax and software product knowledge were kept up to date through technical training and own reading

Responsibilities

Client Support

- Attend and support client meetings and appointments (tax compliance/planning) as / if required
- Liaise with clients regarding queries
- Assist clients with product software queries, including product software recommendations
- Ensure stakeholders and clients receive a consistent high-quality service
- Act as a point of contact for clients(as / if required)

Team Support

- Mentor Accountants and support their growth and development
- Participate in team meetings
- Take part in projects that aim to improve processes and client experience



Technical/ Operational

- Complete high-level complexity tax returns and financial accounts
- Complete high-level complexity Business Activity Statements (BAS) and Installment Activity Statements (IAS)
- Assist T&A Consultants with attending to client setup and registration requirements
- Assist T&A Consultants with attendance to internal compliance and client enquiries
- Review ATO correspondence where required and discuss/raise variances with Tax Compliance Manager.

Compliance

- Complete all work in accordance with tax and accounting legislative requirements as well as DPM procedures
- CPD hours are to be maintained where required
- Current knowledge of tax and accounting legislation and compliance obligations is to be maintained

General

- Client data and information records are to be kept current
- Provide support to Accountants and Consultants as required
- Current knowledge of tax software product is to be maintained

Qualifications, Skills & Experience

- Previous experience (6 years +) in a similar role, preferably within taxation compliance/planning
- CPA or Chartered Accountant
- Demonstrated extensive experience preparing financial accounts, income tax returns and activity statements for individuals, companies, discretionary trusts, unit trusts, hybrid trusts and partnerships
- Demonstrated ability to develop and retain effective client relationships
- Proficiency in Xero, XPM, MYOB Live Accounts and Microsoft Office i.e. Excel, Outlook
- Well developed interpersonal skills
- Excellent communication skills – verbal and written
- Demonstrated ability to plan, organise and prioritise
- Team player with a strong attention to detail and high levels of initiative

