



DPM is a leading financial services firm based in Melbourne and Sydney. No matter where you are at with your accounting career, at DPM you can develop your skills through challenging and interesting work for our high net-worth client base of medical professionals.

We're currently seeking a talented, proactive, and motivated Tax Accountant to join our growing team for a 12-month contract opportunity. If you're looking to take on more responsibility, grow your expertise, and work with a supportive, client-focused team, we'd love to hear from you!

Key responsibilities include:

- Completing basic to high-level complexity tax returns and financial accounts, Business Activity Statements, and Instalment Activity Statements
- Developing your skills through challenging and exciting work for our high-net-worth clients
- Assisting clients with general queries, including software queries
- Maintaining client data and information records
- Providing support to Accountants and Consultants as required

The full position description is available on the next page

What's in it for you?

Join DPM and experience a rewarding career with a host of benefits designed to support your professional growth and personal well-being

- 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 annually
- A culture of learning and development: stay at the forefront of industry changes with, ongoing professional development opportunities, and mentoring from skilled partners and consultants
- 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 throughout your 12 month journey with DPM
- Social culture: build strong relationships with colleagues beyond the workplace - experience a lively social atmosphere with an engaging calendar of events and activities

DPM Accountants are:

- Degree qualified, professional with high integrity
- CA/ CPA qualified (or commenced)
- Experienced in accounting or professional practice
- Highly proficient in preparing financial accounts, income tax returns and BASs for individuals, family groups, discretionary trusts, unit trusts and partnerships (or keen to develop your skills further)
- Excellent communicators, with great verbal and written skills
- Team players with 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.

Accountant

Division:	Tax & Accounting
Department:	Tax & Accounting
Manager/ Team Leader:	Tax Compliance Manager
Position description review:	January 2024

Purpose

The 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.

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
- Effectively managed workload
- Tax and software product knowledge were kept up to date through technical training and own reading

Responsibilities

Client Support

- 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

Team support

- Participate in team meetings
- Participate in process improvements that aim to improve processes and client experience

Technical / Operational

- Complete basic to high level complexity tax returns and financial accounts
- Complete basic to high level complexity Business Activity Statements (BAS) and Installment Activity Statements (IAS)
- Assist clients with general queries including product software queries



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
- Current knowledge of tax software product is to be maintained

Qualifications, Skills & Experience

- 2 – 4 years post degree experience in accounting or professional practice
- Completed University studies with a degree in commerce, accounting or business (or possesses equivalent practical experience)
- Demonstrated experience preparing accounts, income tax returns and BAS's for individuals, family groups, discretionary trusts, unit trusts, hybrid trusts and partnerships
- Excellent communication skills – verbal and written
- Demonstrated ability to manage priorities and one's own workflow as well as very good time management skills
- Strong attention to detail
- Proficiency in Xero and the Microsoft Office Suite i.e. Word, Excel and Outlook
- CA/CPA qualification completed (desirable)

