



Ready to take your Accounting career to the next level?

DPM is the leading Australian financial services firm for the medical profession, with offices in Melbourne and Sydney, specialising in tailored tax and financial advice.

We're looking for an experienced Senior Accountant to join our Tax & Accounting team. This is a hands-on role for someone who enjoys working across complex tax compliance, while also looking to take the next step in their advisory career. You'll work closely with Tax Managers, Partners and the wider Tax team, taking ownership of your workload and playing an important role in delivering high-quality outcomes for our clients.

Ambitious about partnership? So are we. This role has a clear path to partnership for the right individual.

Key responsibilities include:

- Preparing high level complexity financial accounts and income tax returns for individuals, companies, discretionary trusts, unit trusts, hybrid trusts and partnerships
- Preparing high level complexity BAS and IAS and ensuring work is completed accurately and within required timeframes
- Reviewing ATO correspondence, identifying and investigating variances
- Providing technical support and assistance to Partners and Accountants across advisory and compliance matters
- Liaising directly with clients regarding tax and software queries providing clear, practical advice
- Attending client meetings for tax compliance and planning
- Supporting client setup and registration requirements
- Maintaining strong knowledge of current tax legislation and compliance and tax software
- Reviewing and maintaining client data and information ensuring records are accurate and up to date
- Mentoring and supporting Accountants providing guidance and sharing technical knowledge

The full position description is available on the next page

What you'll bring

We're looking for someone who is technically strong, organised and confident working with clients. You'll ideally have:

- Significant experience in a similar accounting role
- Degree qualified with CA or CPA qualification
- Experience preparing financial accounts, income tax returns and activity statements across a range of entity structures
- Demonstrated ability to build and maintain effective client relationships
- Strong written and verbal communication skills, with the confidence to communicate technical information clearly
- Excellent planning, organisation and workload management skills
- Proficient in Xero, XPM or similar, and Microsoft Office suite. Experience with FYI docs (desirable)
- A high level of attention to detail, initiative and accountability
- A genuine interest in keeping your technical and software knowledge up to date

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 & work from home
- **Additional leave:** enjoy **five additional paid leave days** annually
- **Professional development:** continue building your technical expertise through ongoing CPD, professional development and exposure to complex client matters
- **Mentoring and career growth:** work alongside experienced Consultants, Managers and Partners who are invested in your development
- **Client exposure:** build strong relationships with medical professionals as you work directly with clients
- **Prime location:** work from our modern, conveniently located office – Anzac Station right outside our door
- **Social culture:** build strong relationships with colleagues beyond the workplace - experience a lively social atmosphere with an engaging calendar of events and activities

Interested?

If you're an experienced Accountant looking for a role where you can continue to build your technical expertise, work with complex clients and have an impact beyond your own portfolio, 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

