



Tax Accountant

Ready for more variety, more responsibility and clear path forward?

You've built a solid foundation in accounting, and now you want to grow. As a Tax Accountant at DPM, you'll work across a wide range of tax and accounting work, learn from experienced people, and be backed by a firm that develops its team.

About DPM

It all started with two accounting students helping their medical student friends with their accounting. Today DPM is a specialist financial services firm for doctors. We have offices in Melbourne and Sydney, and we've supported thousands of medical professionals at every stage of their careers.

Our culture is energetic, collaborative and genuinely fun. We live by our values: Deliver with Integrity, Better Together, Be You and Always Learning.

The Role

You'll join our Tax Compliance team and work closely with Tax Partners. Your day to day will include:

- Preparing tax returns and financial accounts, from basic to highly complex, for individuals, family groups, trusts and partnerships
- Completing BAS and IAS
- Being a trusted point of contact for clients, answering queries
- Contributing to team meetings and process improvements
- Keeping your technical edge sharp through ongoing training, CPD and legislative updates

The full position description is available on the next page

Why build your career at DPM

- Room to progress: we like to develop and promote our own people, with senior and client facing pathways
- A culture of learning and development: our tailored learning and development program keeps you at the forefront of industry change, with ongoing professional development, mentoring from skilled partners and advisors, and regular career conversations
- Study support: study and exam leave and reimbursement for successful CA or CPA units
- Specialist focus: build deep expertise in one of Australia's most distinctive niches, serving medical professionals
- A motivating team: join a forward-thinking team of Partners, Advisors, Accountants and Administrators
- Flexible working: we support a balanced work style, with a blend of office and work from home
- Additional leave: enjoy 5 additional paid leave days every year
- Social culture: build strong relationships beyond the workplace, with a lively social atmosphere and calendar of events and activities

What you'll bring

- A degree in Accounting, Commerce or Business
- Experience in accounting or professional practice including preparing accounts, income tax returns and BAS for individuals, family groups, discretionary, unit and hybrid trusts, and partnerships
- Excellent written and verbal communication
- Proficiency in Xero and Microsoft Office

- *Bonus:* CA or CPA studies commenced. If you haven't started well talk about how we can support you.

Ready to take the next step?

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

Impressive candidates will be contracted for an interview immediately.

To be eligible, you must be an Australian Citizen or 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)

