POSITION DESCRIPTION	
Position Title	**Accountant**
Reports to	**Client Manager**
General Description	To assist the Client Managers in caring for a portfolio of clients on a range of compliance and business advisory issues.

Team Responsibilities	System
Embrace the Mission of the business.	• Mission Statement.
Understand how we work with and build relationships with our clients.	• The Basis of Our Client Relationships.
Adhere to our client service standards.	• Client Service Standards.
Professionally handle client queries.	• How to Handle Client Queries.
Professionally handle client complaints.	• Dealing with Complaints.
Be familiar with Our Firm's Areas of Operation.	• Our Firm's Areas of Operation.
Conduct our business in compliance with ethical practices.	• Ethics.
Adhere to the Health and Safety Policy.	• Health and Safety – How We Do It Here.
Assist in answering incoming telephone calls.	• Telephones – Answer Incoming Calls.
Assist in delegation by becoming familiar with the CFAQ system. (Clients Frequently Asked Questions.)	• CFAQ Index.
Maintain detailed and accurate time sheets.	• Timesheets – Entering Hours Worked.

Individual Responsibilities	Systems
Accounts Preparation	• Care for a portfolio of clients, preparing their accounts and utilising systems including:
	• Accounts Preparation
	• Accounts Workpapers – Indexing and Completion
	• Accounts Preparation – Review General Ledger
	• Annual Returns
	• BAS Preparation
	• Budgets Cashflow Forecasts
	• Attending to the requirements of Companies
	• Attending to the requirements of Trusts
	• Preparation of Annual Profit Estimates
Personal Income Tax Returns (ITR)	• Manage a range of Personal Income Tax Returns (ITR) issues, including:
	• ITR – Personal Income Tax Preparation
	• ITR Assessment Advising Clients
	• ITR – Indexing
FBT System	• Manage a range of Fringe Benefits Tax (FBT) issues, and utilise systems, including:
	• FBT System

	• FBT Info Gathering Procedure
	• FBT Completion Procedure
	• FBT Calculation Procedure
Superannuation	• Care for a portfolio of clients on a range of superannuation issues, including:
	• Self Managed Superannuation Funds
	• Setting Up a Self Managed Superannuation Fund
	• Planning for Self Managed Superannuation Funds
	• Investment Review for Self Managed Superannuation Funds
	• Surcharge for Self Managed Superannuation Funds
	• Tax Payment Reminders for Self Managed Superannuation Funds
	• Year End Compliance for Self Managed Superannuation Funds
Other related responsibilities	• Monitor Client Management Reports for underlying business improvement issues
	• Preparation of client business benchmarking reports
	• Evaluate client accounting systems