

## Position Description

### Intermediate Accountant

#### Office: Brisbane

Are you a skilled and passionate accountant looking for a new opportunity? Look no further than our modern, multi-disciplinary accounting firm.

Our firm is dedicated to providing personalised and top-notch accounting services to a diverse range of clients in various industries. We are seeking a talented and driven individual to join our team as we continue to grow and expand our services. As a mid-sized firm, we pride ourselves on our close-knit team and family-like culture. You'll work closely with experienced professionals who are committed to helping you develop your skills and advance in your career. Our modern office space located on Eagle Street, Brisbane City, provides a comfortable and professional atmosphere creating a positive and encouraging office to work in. If you're passionate about accounting and providing exceptional client service, we encourage you to apply for our open position. We offer competitive compensation packages, flexible work arrangements, and opportunities for career advancement. Don't miss out on this exciting opportunity to join our dynamic team!

#### THE ROLE

We are seeking an enthusiastic and qualified Intermediate Accountant to join the team at our Brisbane CBD office. You will have exposure to a diverse range of high-quality large clients, building on your experience in taxation, SMSF, accounting and business services.

#### KEY RESPONSIBILITIES

- Preparation of income tax returns and financial statements for medium and large sized client groups across a variety of industries and entity types;
- BAS and IAS preparation;
- Providing assistance in relation to a range of taxation matters including FBT, CGT, income tax and GST;
- Preparation of workpapers to support financial statements and income tax returns;
- Review client accounting records in MYOB, Quickbooks, Xero, etc. to provide accurate and timely management reports;

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- Regular contact with clients and regulatory bodies;
- Preparation of invoices, budgets and proposals;
- Meeting various Key Performance Indicators, including Productivity, Aged WIP and Recoverability.

#### **REQUIRED SKILLS AND EXPERIENCE**

- Minimum of 2-5 years' experience in Australian accounting firms
- Currently completing CA or CPA designation
- Excellent written and verbal communication skills
- Sound knowledge of tax and business services compliance
- Strong interpersonal skills
- Exceptional time management skills
- Self-starter that takes ownership of their work, is open to feedback and has a willingness to learn
- Demonstrated ownership of client responsibilities
- Thoroughness and precision in all aspects of work

#### **PREFERRED SKILLS AND EXPERIENCE**

- Experience with MYOB AE, System Release, all client versions of MYOB and Xero, as well as the Microsoft Office suite.
- Experience in financial analysis and strong excel skills.

To take advantage of this opportunity please send a cover letter and your resume to [jobs@hmwgroup.com.au](mailto:jobs@hmwgroup.com.au). Applications without a cover letter will not be considered.