

Position Description

Brisbane CBD & Inner Suburbs

Accounting

Business Services & Corporate Advisory

Full time

HMW Group is one of Southeast Queensland's leading boutique accounting and financial services firm, with offices in Brisbane CBD and Maroochydore and with a diverse, high quality client base and a diverse service offering.

Develop and utilise your core business services skills with exposure to corporate finance engagements.

We are looking for a motivated and enthusiastic Junior Business Analyst to join our team at our Brisbane CBD office. This role provides a fantastic opportunity to gain hands-on experience across taxation, SMSF, accounting, and business services. Additionally, you will be part of a corporate finance team, offering exposure to corporate finance activities such as valuations, buy-side and sell-side due diligence, financial modelling, mergers and acquisitions and business case development.

KEY RESPONSIBILITIES:

- Assist in the preparation of income tax returns and financial statements for medium and large-sized clients across various industries and entity types
- Support the preparation of BAS and IAS
- Help prepare workpapers to support financial statements and income tax returns
- Review client accounting records in MYOB, QuickBooks, Xero, etc., to assist in providing accurate and timely management reports
- Assist in providing advice on a range of taxation matters, including FBT, CGT, income tax, and GST
- Aid senior staff in basic financial modelling, valuations, and structuring
- Communicate regularly with clients and regulatory bodies
- Assist in the preparation of invoices, budgets, and proposals

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- Contribute to meeting Key Performance Indicators, including productivity, aged WIP, and recoverability

SECONDARY RESPONSIBILITIES (CORPORATE FINANCE TEAM):

- Assist with research and investigation to evaluate various corporate finance matters
- Help with financial analysis and modelling
- Support accounting and taxation advice for deal structuring
- Contribute to report preparation and communication

REQUIRED SKILLS AND EXPERIENCE:

- Minimum of 1-2 years' experience in Australian accounting firms or similar roles
- Currently pursuing or completed CA, CPA or CFA designation
- Strong research and investigative skills
- Excellent written and verbal communication skills
- Good knowledge of tax and business services compliance
- Strong interpersonal and team-working skills
- Effective time management skills
- Self-motivated, takes initiative, and willing to learn
- Ability to think critically and apply commercial insight
- High attention to detail

PREFERRED SKILLS AND EXPERIENCE:

- Familiarity with MYOB AE, System Release, client versions of MYOB, and Xero, as well as Microsoft Office suite
- Basic experience with financial analysis and proficiency in Excel
- Previous exposure to valuations or due diligence work is a plus

This is a great opportunity to grow your career in a supportive team environment, with hands on experience in a variety of business services and corporate finance areas. If you're passionate about developing your skills in taxation, accounting, and corporate finance, we'd love to hear from you!