



CHARTERED ACCOUNTANTS

JOB AND PERSON SPECIFICATION

TITLE OF POSITION: Senior Accountant

TYPE OF APPOINTMENT: Permanent full time

LOCATION: Launceston

THE ORGANISATION

Ruddicks is a Tasmanian owned Firm servicing some of Tasmania's largest and most successful private businesses from a broad range of industries in specialised areas. Services offered by us include:

- Taxation advisory and compliance services
- Business services and advice
- Audit and assurance services
- Financial assessment & restructure
- Superannuation
- Management consulting
- Business valuations
- Risk management
- Litigation support, and
- Estate and succession planning

Our clients come from a diverse range of industries, many of which are business leaders within the following industries:

- Manufacturing
- Retail and wholesale trade
- Professionals
- High wealth individuals
- Agriculture and fishing
- Transport
- Fuel distribution

Ruddicks currently has around 26 partners and staff and continues to expand its statewide and interstate services.

JOB SPECIFICATION

1. Summary of the broad purpose of the position in relation to the organisation's goals:

Upholding the highest ethical standards you will contribute to the excellent reputation **Ruddicks** already has within the Tasmanian business community.

The responsibilities of this role include:

- ◆ Accurate and timely preparation/review of taxation returns for individuals, partnerships, companies, trusts and superannuation funds.
- ◆ Accurate and prompt preparation/review of Business Activity Statements and Instalment Activity Statements.
- ◆ Accurate and timely preparation/review of Interim and End of Year Financial Statements for individuals, partnerships, companies, trusts and superannuation funds.
- ◆ As a member of the team, contribute to the Firm's strategic planning and policy development.
- ◆ Assist with the management of client relationships (including face to face contact) that will contribute to the achievement of the Firm's objectives.
- ◆ Participate in structured training sessions in order to obtain and maintain your skills at the highest level.

2. Reporting / Working Relationship (to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation):

The position is accountable to one of the Firm's Client Managers. The position will be responsible for assisting their assigned work team complete its daily tasks.

3. Special conditions (such as non-metropolitan location, travel requirements, frequent overtime):

- ◆ Current Tasmanian Drivers License is desirable.
- ◆ Some out of hours work, including occasional weekends, and some intrastate travel may be required. Paid overtime or time off in lieu of overtime worked is our policy.
- ◆ Prescribe to the principles of confidentiality and ethical behaviour.

4. Statement of Key Outcomes and Activities:

Support the productive and effective operation of the Firm through the provision of prompt, accurate and efficient accounting services of the highest quality.

Undertake on the job and structured training in order to qualify as a Chartered Accountant and further develop your career. Significant financial and non-financial support will be provided to achieve this objective with a timetable that suits both the employer and employee.

LEVEL OF RESPONSIBILITY

The Accountant:

- ◆ Is responsible for assisting their assigned work team in completing its daily tasks.
- ◆ Is expected to set work priorities and exercise initiative and judgment to effectively achieve designated tasks. Meeting deadlines, revising priorities and exercising high level discretion and initiative are important features of this position.

SKILLS AND EXPERIENCE

- ◆ Tertiary qualifications in Business/Commerce an advantage but not essential.
- ◆ Ideally 2 + years experience in Chartered or Public Practice Accounting.
- ◆ Good verbal and written communication skills.
- ◆ An ambitious, dynamic and positive attitude.
- ◆ Drive to develop your skills and industry knowledge.
- ◆ Desire for performing adverse and varied range of work
- ◆ Ability to service multiple clients concurrently
- ◆ A commitment to professionalism.
- ◆ Proven ability to effectively contribute to the activities of a team.
- ◆ Experience with MYOB and Xero an advantage but not essential.

WORK ENVIRONMENT

Ruddicks is committed to high standards of performance in relation to Occupational Health and Safety and Diversity Management. All employees are expected to participate in maintaining safe working conditions and practice and promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

Ruddicks has a proven track record of providing regular, high quality internal and external training to all staff, and offers a supportive and enjoyable work environment.