



Date of job description: August 2022

Position Title: Business Services Manager - Tax

Reports to: Tax Directors

Position summary:

The Business Services Manager role reports directly to the Tax Directors.

The Business Services Manager is responsible primarily for assisting in the management of the operations and workflow, providing support in the deep technical review of work prepared by the tax consultants and satisfying all of the Tax needs for the allocated portfolio of Halkin Business Partners clients in accordance with documented procedures.

In addition to a high level of technical capability, this role is also required to deliver a high level of management support to ensure delivery of all client work as per the scheduled timetable and client expectations.

This role holds Leadership responsibilities in accordance with the Halkin Leadership values due to the requirement to support the Senior Business Services Accountants / Consultants within the department.

Key duties and responsibilities:

- Responsible for providing the necessary requirements to the Tax Partners
- Assisting in managing the operations of the team to ensure on-time performance and monthly revenue targets are met
- Manage all allocated client workflow by working cooperatively with the Practice Manager to schedule client work and adapt to changes in client requirements
- Assisting in the weekly workflow meetings and daily huddles to continuously monitor the teams' work output
- Proactively identify input or output issues throughout the month providing potential solutions to the Tax Partner for actioning
- Review all jobs as required by the Tax Partners across the division to assist with on-time job completion
- Provide constructive feedback to all team members as part of the job review process
- Monitor professional development requirements for team members and ensure all training and development areas are communicated to HR to be actioned
- Identify exceptional team work, escalating positive feedback to Tax Partners and HR for appropriate recognition
- Identify ways to further enhance work enjoyment and satisfaction
- Provide recommendations on how to streamline and improve productivity and efficiency
- Provide recommendations on expert tax advice on entity structures or tax scenarios to the Tax Partner as evidenced by research when required.

- Responsible for completing all assigned Tax requirements as specified by Halkin Business Partners engagement agreement and scheduler
- Prepare tax statements, financial statements and BAS statements at required intervals
- Create and return statements and documents to clients by set deadlines
- Liaise with the Australian Taxation Office (ATO) and other regulatory bodies when required
- Prepare business income tax returns and statements for audits when required
- Engage regularly with clients and maintain strong relationships
- Identify areas where clients and businesses can reduce tax, make claims and increase profit
- Possess strong knowledge of tax law and statutory regulations
- Understanding financial landscape and market trends
- Analyse information in order to identify problems and probable causes
- Responsible for the organisation and filing of both soft and hard copies of all client documentation
- Responsible for completing all Internal administration in a timely, efficient and accurate manner
- Responsible for furthering the business aims of Halkin Business Partners

Competencies and experience required:

- Problem solving skills
- Demonstrated technical and review skills
- Demonstrated tax technical knowledge and experience with complex tax scenarios
- Demonstrated team management skills
- Strong decision making skills
- Strong collaboration skills and a passion to share knowledge with others
- Outstanding organisational skills and ability to time manage
- Demonstrated initiative in completing tasks to tight deadlines and the flexibility to handle constantly changing priorities and unexpected demands
- Excellent communication skills
- Exceptional attention to detail
- Ability to create innovative solutions
- Budgeting and expense reporting
- Leadership qualities
- Follow through and adheres to deadlines.
- Exceptional attention to detail
- Strong commercial acumen
- Ability to work autonomously and as part of a team.
- Ability to build strong working relationships
- Team Building



- Knowledge of technical applications

Behaviours and Attributes

- Professionally presented.
- Mature and articulate communicator
- Exceptional interpersonal skills
- Committed to team success.
- Engaging
- Self-starter
- Open to team and individual coaching
- Professional and mature approach
- Kind natured

Qualifications and experience required:

- CA / CPA Qualified
- 10+ years experience in a mid-tier environment
- MS Office proficiency
- Advanced excel skills
- High level of written and verbal English communication
- PP Certificate or relevant experience to apply
- Tax Agent Number or relevant experience to apply