



Date of job description: 18 November 2021

Position Title: Senior Business Services Accountant

Reports to: Tax partner

Position summary:

The Senior Business Services Accountant role reports directly to the Tax Director.

The Senior Business Services Accountant is responsible for satisfying all of the Tax needs for the allocated portfolio of Halkin Business Partners clients in accordance with the procedures documented in the Halkin Way. In addition to a high level of technical capability, this role is also required to deliver a high level of client portfolio management, junior staff management and client communication and service.

Key duties and responsibilities - Senior Business Services Accountant

- Ensure delivery, service and revenue KPIs are met for the client portfolio under your management.
- Responsible for providing the necessary requirements to the Tax Director
- Manage service requirements in the client portfolio in line with the engagement agreements and the set scheduled targets.
- Responsible for completing all assigned Tax requirements as specified by Halkin Business Partners engagement agreement and scheduler
- Responsible for ensuring assigned staff members are performing at their required levels of productivity
- Monitor and guide the technical development needs for assigned staff members and ensure all training and development areas are communicated to HR to be actioned
- Identify exceptional teamwork, escalating positive feedback to Tax Director and HR for appropriate recognition
- Review all jobs as required by the Tax Director to ensure accuracy in job completion and adhering to the Quality Control standards set.
- Provide research to the Tax Director on all taxation matters.
- Provide recommendations on client set up or tax scenarios to the Tax Director as evidenced by research
- 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
- 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:

- Forward thinking
- Problem solving skills
- Strong decision-making skills
- Strong collaboration skills and a passion to share knowledge with others
- Outstanding organisational skills and ability to task manage, time manage and work toward completion by the set deadlines
- 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
- 7+ years experience in a mid-tier environment
- Demonstrated tax knowledge
- MS Office proficiency
- Advanced excel skills
- High level of written and verbal English communication