

# Position Description

## Accounting Assistant

***Name : ??***

***Date of Commencement ??***

***Responsible to: Principal / Director***

### **General Purpose**

This position description is designed to assist in your understanding of what is required to successfully complete the role as Accounting Assistant. It is not designed to be a prescriptive all encompassing list of tasks.

*“To be an effective member of the Nick Hoogeveen & Associates team”*

Within the general function of this role, some specific tasks and responsibilities included in this Position Description may be amended by the employer from time to time, to reflect the on-going development of operational practices.

## Position Key Tasks & Responsibilities

- Preparation of draft financial statements for review, from the source documents provided by clients, involving the coding of records and preparation for data processing.
- Importing data from client software accounting systems where required.
- Completion of electronic Workpapers where required
- Completion of draft Tax calculations, preparation and filing Income Tax returns.
- Preparation of GST Returns and filing with Inland Revenue
- Attain working knowledge of the computer system, processing journal entries and printing reports.
- Assisting and supporting the requirements of the clients allocated.
- Communicating directly with clients to resolve issues regarding their affairs as required/instructed.
- Utilising intranet for internal communications and client documents
- Maintaining electronic diary records as required for time recording.
- Various accounting support tasks as required.
- General office clerical and other duties as required.

## Key Outputs

- Accurate, efficient and timely accounting support.
- Accurate draft financial reports for review by Client Manager

## **Desirable Experience, Skills and Personal Attributes**

### **Experience**

- Have an understanding of the general taxation requirements, including Income Tax, GST, PAYE and FBT, applicable to self employed business clients.
- Have a working knowledge of computers and associated general software packages in particular Microsoft Office.
- Be familiar with accounting software packages, eg. Cash Manager, MYOB and Xero.

### **Skills**

- computers and relevant software applications
- good spelling and command of the English language
- good listening skills
- good verbal and written communication
- good with figures/math
- keyboard/calculator
- adhere to the requirement for accuracy and confidentiality

### **Personal Attributes**

- reliable, healthy, honest, discrete
- assertive, confident, a pleasant friendly nature
- attention to detail and shows initiative
- professional personal presentation
- able to work alone or with others
- commitment to safe work practices
- stress tolerant
- efficient and timely
- enthusiasm and a willingness to learn

### **Performance Evaluation**

The performance of the incumbent will be monitored regularly and formally evaluated on an annual basis by the Directors.