

Position Description

BAS Accountant

Date of Commencement (to be confirmed)

General Purpose

This position description is designed to assist in your understanding of what is required to successfully complete the role as a Business Advisory Services Accountant. 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 financial statements to standard suitable for interview with clients.
- Manage a selected list of clients, undertaking their accounting services as required. Liaising with work on client issues as required.
- Assist and support all staff with accounting queries relating to the processing of financial statements.
- Preparation of GST / Income Tax / FBT / RWT / PAYE returns and filing with Inland Revenue
- Preparation of cashflow forecasts and management reports as required.
- Complete statistic returns, surveys and other mandatory obligations on behalf of clients.
- Advising and completing any client requirements for Student Allowances, Student Loans, Community Service Cards, National Super, Working for Families, KiwiSaver and Rest Home Care subsidies.
- Communicating directly with clients and IRD to resolve issues regarding their affairs as required/instructed including assessments, statement of accounts and payment arrangements.
- Maintain electronic diary records as required for time recording.
- Providing Business Advisory Services for clients. Supporting needs and providing advice to assist clients.
- Providing Taxation Management and planning advice. Utilising services provided by CCH.
- Resolving any issues regarding Practice Accounting Software (XPA).
- Assist with the training of staff as required.

Desirable Experience, Skills and Personal Attributes

Experience

- have 3 years experience in a similar role.
- 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, e.g. Farm Focus, MYOB, Xero, Figured, Accomplish

Skills

- good technical accounting skills
- excellent analytical 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
- highly organised
- 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.