

POSITION DESCRIPTION

Position title:	Accountant
Incumbent/s:	Vacant
Position Status:	Full-time
Direct Report:	People Manager: Accountants
Prepared By:	Practice Manager
Approved By:	HR Manager
Date Reviewed:	+12 months

DMG Purpose

To empower our clients and team members to achieve their aspirations.

DMG Core Values

Integrity	To always act in the best interest of our clients and team members without compromise
United	Working together to achieve our Core Purpose
Progressive	Aspiring to improve ourselves, our services, our standards and capabilities
Community Focus	Supporting our communities through our actions and involvement

Position Primary Purpose

The role of this position is to apply the principles of accounting to analyze financial information, and to prepare financial reports and income tax returns by adequately performing the key responsibilities and role requirements outlined in this document.

The Environment

Professional environment working closely with the Accounting team, you will strive to provide a high level of advice and customer service to clients.

Key Responsibility Areas

Key Result Area	Major Activities
Technical	<ul style="list-style-type: none">• Preparation of financial reports for business entities and superannuation funds• Preparation of income tax returns for business entities and superannuation funds• Preparation and lodgement of BAS's• Assisting with the review of taxation and superannuation funds
Customer Service	<ul style="list-style-type: none">• Management of client base• Liaising with clients and responding to queries
General	<ul style="list-style-type: none">• Training and reviewing work of other team members as required• Developing process to improve the business• Other duties as required

Organisational Relationships

Reports to:	People Manager: Accountants
Supervises:	N/A
Internal liaisons:	All DMG team members
External liaisons:	Clients, Government Agencies, Retrac Business Solutions, other companies as required

Key Systems and Equipment Usage

- Microsoft Office 365 & Suite programs
- Xero XPM
- FYI Docs
- Industry related software
- Internet browsing

Selection Criteria

Criteria	Mandatory	Desirable
Experience	<ul style="list-style-type: none"> • Previous Accounting experience • Worked in an office environment • Experience working with an aligned business • Ability to work in a team 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office 365 • Experience using XPM software
Qualifications	<ul style="list-style-type: none"> • Hold or be working towards degree • Current Victorian Drivers Licence • Current Police check 	<ul style="list-style-type: none"> • CA/CPA
Skills, abilities and knowledge	<ul style="list-style-type: none"> • Attention to detail • Financial acumen • Time management skills • Research capability • Focus on customer service • Verbal and written communication • Computer skills incl. Microsoft suites 	<ul style="list-style-type: none"> • Ability to deal with difficult people • Empathy • Great phone manner
Personal qualities and behaviours	<ul style="list-style-type: none"> • Ethical and honest • Willingness to support the DMG Purpose and Core Values • Organised • Team player • Credible • Resilient and resourceful 	<ul style="list-style-type: none"> • Ability to listen • Quick thinker • Flexible approach • Follow up capability • Confident

Physical Requirements of the Position

This is an office-based position that requires periods of sitting at a desk operating office equipment and computers.

Other Relevant Information

Other related duties may be required from time to time.

Current driver's licence and access to a motor vehicle for work is required.

Authority Limits

This position needs to obtain approval on all purchases.