

## Experienced Tax Accountant

### Who are we?

We are a locally based firm that has been operating in Canberra for 19 years. We specialise in individuals and small business. Whilst much of what we do is compliance based, we are work closely with our clients in achieving their financial and personal goals.

### Why is this position vacant?

Due to recent growth and awesome client referrals, we need an accountant keen to work on compliance, and help our clients.

### What we can offer you:

- Small and friendly team environment where everyone's input is valued,
- PD opportunities,
- Honest, open, and appreciative clients who are a pleasure to deal with,
- Free parking, we are conveniently located in *Phillip*

### Who do we want?

We are looking for a tax accountant with experience in Australian Accounting Practices, dealing with individual tax returns and small business clients, with a focus on compliance and beyond. We are looking for someone for a full time role with our firm. We are specifically looking for someone to help maintain positive and supportive relationships with our clients.

Whilst full-time is our preferred placement, we will also consider part-time for the right candidate.

This role would suit people with family commitments as we can offer some flexibility in hours.

### When do we want you?

Sooner rather than later, but in accordance with your current commitments.

## How will you fit into our team?

At KDC Accounting, we are a dynamic, proactive, and growing accounting business and our clients think so too. We currently have a team of 5 accounting professionals looking after more than 1000 clients who are predominantly small businesses clients and individuals.

You should consider applying if you value providing your clients with high quality work, peace of mind around their compliance requirements, and helping them to understand their financial matters more fully.

Do you enjoy facilitating the growth and success of your clients running their own businesses?

Do you want Clients who appreciate what you do and happily tell you?

Do you feel good when a client refers their friends and colleagues to you?

Are you goal orientated?

Do you enjoy providing value, advice, and support to your clients?

Do you appreciate that your work and advice needs to be timely and practical?

Do you value strong relationships with your clients?

If this sounds like you, please get in touch.

## Other Details:

\* We use the Handisoft suite of products incl Practice Manager, Jobflow, Document Manager, Best Practice, HandiTax, and HandiLedger. It's simple and easy to learn, whilst providing fantastic features. If you haven't used it before, you will soon fall in love with it.

\* We also use BankLink, Xero, MYOB, QBO, and Sage One

\* We are self-confessed PD Junkies,

\* We are systematised in our processes to make your job easier and efficient,

\* We are involved in our profession and community and would support you if this is your desire, and if it's not, that's ok too.

\* We have modern, fully functioning technology and have dual screens on all desks.

\* We are looking for someone to work closely with our clients.

## Your duties may / will include:

\* Income Tax Return Preparation for individuals, companies, partnerships, trusts, and superannuation funds.

\* Preparation of Financial Statements (general ledger clients)

\* Preparation of Business Activity Statements

\* Business Development tasks such as cash flow projections, break even analysis, tender applications, succession planning and risk management reviews.

\* Assisting clients with their current accounting package, many of whom have already embraced cloud technology, others who haven't yet but need our help to do so.

\* Income Tax Planning and year-end reviews,

\* Fringe Benefits Tax Returns and salary packaging matters,

\* Small Business Start-up Advice

\* GST, Income Tax, and CGT Advice (for individuals and small businesses),

\* Liaison with the Tax Office, registration matters, lodgement matters, and related

\* Liaison with Financial Planners, solicitors, and other professionals on behalf of our clients,

\* Reviewing the work of junior staff,

\* Mentoring, managing, and training of junior staff (if that's one of your goals),

\* Interviews with clients to manage their affairs - such as for income tax returns, year-end work, tax planning etc

## Are you interested?

Please apply by sending an email to [admin@kdcaccounting.com.au](mailto:admin@kdcaccounting.com.au) and be sure to include an application / covering letter along with your CV / resume.

Applications without a covering letter will not be considered.