



# RECRUITMENT PACK

BUSINESS ACCOUNTANT

2019



# RECRUITMENT PACK

## RECRUITMENT INFORMATION FOR PROSPECTIVE TEAM MEMBERS

We are an equal opportunity employer.





All applications are assessed on your alignment to our purpose and core values and your ability to add value and contribute to our clients, our team and our business culture. We will also take into consideration your experience and qualifications (if relevant).

Want to learn more before putting in a formal application? Contact us to book in an informal chat over coffee or over the phone.

### SUBMISSION OF APPLICATIONS

Applications must be lodged by close of business Monday 18<sup>th</sup> February, 2019. Late applications will not be considered.

Please include:

-  Your contact details (postal address, email address and a contact phone number);
-  A covering letter to support your application;
-  A current resume with a minimum of two current referees;
-  Copies of any qualifications/transcripts, if relevant.

Provide as much relevant information as necessary to fully explain your capabilities. Please be concise, clear and to the point.

Applications can be lodged:

-  Via email – [careers@bmgpartners.com.au](mailto:careers@bmgpartners.com.au) – Attention HR Administrator
-  In person – BMG – 7 Stanley Street, Wodonga

### MINIMUM EMPLOYMENT PERIOD

Under the *Fair Work Act 2009* all new employees are subject to a six-month minimum employment (probationary) period. During this period, your mentor will monitor your performance in your role as well as your overall fit with the BMG Culture.

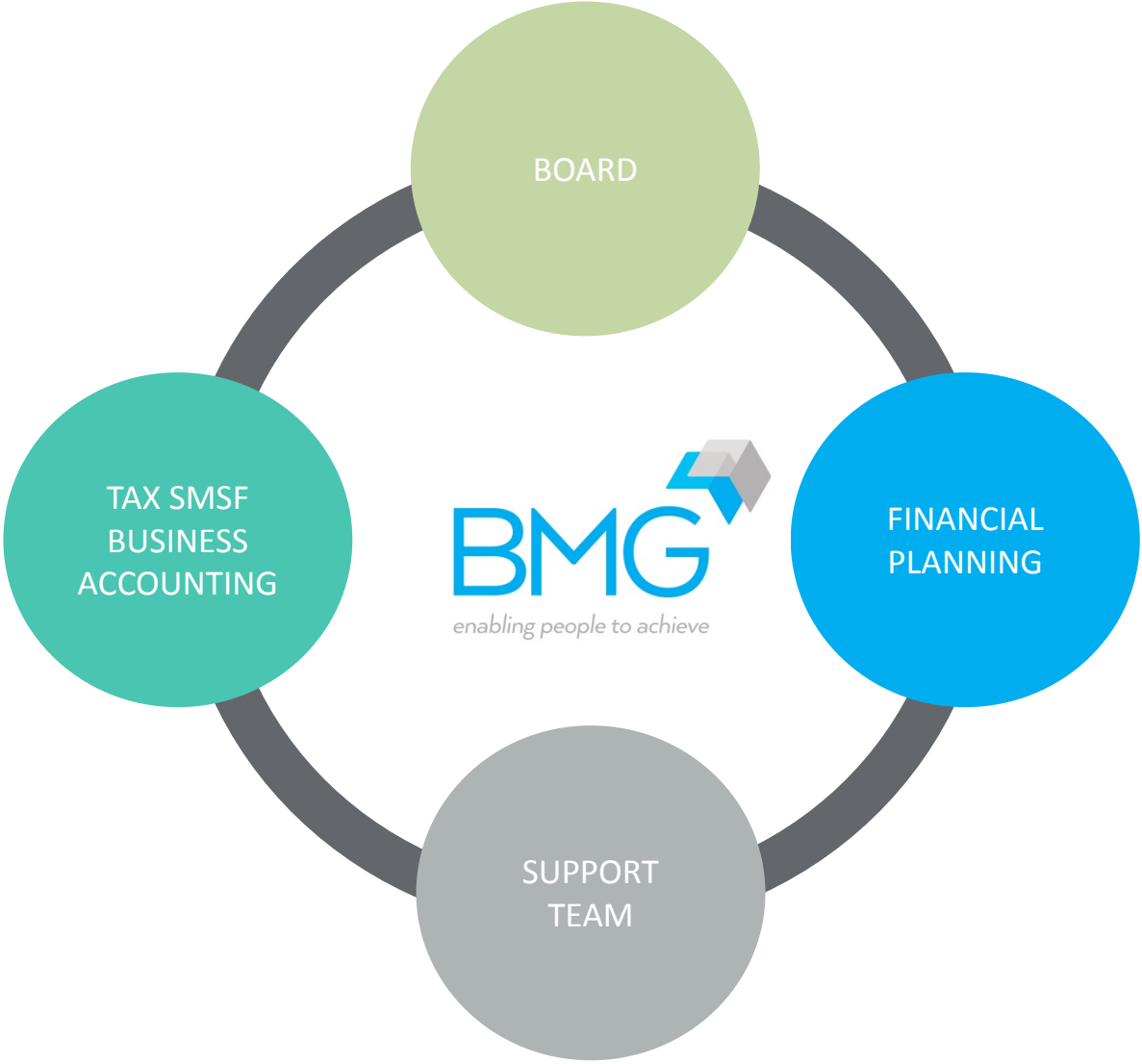
### BENEFITS OF WORKING WITH US

BMG provide team members with a flexible, family and work-friendly environment.

Our office is located at 7 Stanley Street in Wodonga's CBD.

Our board of directors are approachable, welcoming and friendly.

BMG ORGANISATIONAL STRUCTURE  
1<sup>ST</sup> JANUARY 2019



# POSITION DESCRIPTION

**DATE:** 17<sup>th</sup> January, 2019

**NAME:**

**POSITION TITLE:** Business Accountant

**DEPARTMENT:** Tax & Accounting

**REPORTS TO:** Tax & Accounting Director

**POSITIONS DIRECTLY SUPERVISED:** N/A






## PURPOSE OF THE ROLE:

The purpose of the Business Accountant role in BMG is to deliver the key services of the Tax and Accounting business to clients and team in accordance with the strategic direction and goals of the business for the short, medium and long term. The role is also expected to provide professional skill and guidance to other team members as required. As with all team members, our Business Accountants are expected to be advocate for the BMG business.

## ESSENTIAL RESPONSIBILITIES & FUNCTIONS

Your essential responsibilities and functions are outlined below. Other duties may be assigned from time to time. Procedural protocols outlining these tasks can be found in the library of our document management system.

## TAX AND ACCOUNTING:

-  Compilation of both general and special purpose financial statements from records supplied by clients
-  Preparation of all types of returns - Income Tax, Business Activity Statements, IAS, Payroll Tax and WorkCover
-  Provision of GST advice to clients
-  Identification of tax and financial planning opportunities for clients
-  Assist clients in record keeping of their financial affairs and recommendation of suitable software and assistance with operation of accounting packages

- 👉 Provide business advice in respect of appropriate business structures, all taxation registrations and business systems
- 👉 Monitor clients liabilities with respect to income tax and any other taxes
- 👉 Provision to clients of a broad range of business assistance including budgets, assistance with finance applications, employee salary packaging opportunities, certifications (e.g. worker's compensation), government assistance applications, taxation and cash flow implications of large capital purchases

### **BUSINESS ACCOUNTING:**

- 👉 Provision of services to clients to assist them with business growth, cash flow, goal setting and business strategy
- 👉 Keep clients accountable to actions agreed upon and assist with prioritization of these actions

### **OTHER ACTIVITIES & DUTIES:**

- 👉 Commitment to achieving personal Key Performance Indicator (KPI) targets
- 👉 Work with and support other team members in the completion of their key tasks
- 👉 Issue written and oral instructions to team members
- 👉 Lead by example at all times
- 👉 Seek new engagements through new and existing clients

### **KNOWLEDGE & SKILLS REQUIREMENT:**

- 👉 Qualification (or pursuing a qualification) in accounting
- 👉 Highly developed communication and professional standards
- 👉 Understanding of the standards that apply and which are expected by our clients as part of a professional practice
- 👉 Understanding of the professional services BMG provides
- 👉 Acceptance of the employment conditions as set out in your employment agreement

### **OTHER RELATIONSHIP RESPONSIBILITIES:**

- 👉 Maintain regular contact with clients and continue to build these relationships including maintaining an up to date knowledge of client circumstances and needs
- 👉 Cross referrals of services to clients
- 👉 Co-ordinate the delivery of new services (in area of responsibility) to clients
- 👉 Develop and maintain relationships with 'centres of influence'
- 👉 Play an active networking role within the community