

HINDMARSH MCDONALD

Professional Accountants and Business Advisors

Nowra NSW 2541 T | (02) 4421 4811 F | (02) 4423 0269

Position Vacant Accountant – Graduate or near

(under consideration as at March 2009)

Position: Accountant position suited to persons pursuing a professional career.

Qualifications: Bachelor of Commerce with a major in accounting or near completion.

Experience: Experience in similar role preferred but not necessary.

Skills: Proficient in Microsoft office products. Prior knowledge of taxation, accounting software and APS software an advantage but not necessary as ongoing training will be provided .

Desirable Characteristics:

- Attention to detail
- Clean professional appearance
- Good time management skills

Duties/Responsibilities:

- Financial statement preparation: sole traders, partnerships, trusts, proprietary limited
- income tax return preparation sole traders, partnerships, trusts, proprietary limited
- BAS preparation
- Bookkeeping
- Profit estimates
- Preparation of cash flow projections
- Use of accounting software package including quicken, quickbooks, banklink and MYOB
- Maintenance of corporate register
- Basic IT maintenance
- Correspondence drafting
- Bank reconciliations
- Minute preparation
- Working papers preparation
- Taxation administration duties including data input and drafting of client newsletters
- Occasional ancillary duties including; reception, filing, and banking
- Financial planning introduction

Training: Broad based training will begin immediately to quickly advance knowledge in taxation and other duties. It is expected that you will develop an understanding of all taxation instruments and processes including; land tax, fringe benefits tax, income tax and payroll tax.

Salary: By negotiation