



SADLER OAKLY NEWMAN
CHARTERED ACCOUNTANTS

Accountant

~ Fantastic career opportunity ... Wairarapa lifestyle ~

Are you looking for a position within a supportive team that values innovation, progressive thinking and dedication to quality?

Our firm is located in Masterton and operates from modern offices in the centre of the business area. We offer a full range of audit, accountancy, taxation and business advisory services. We have 3 partners supported by 16 staff members.

The role:

- § The successful applicant will enjoy working with a portfolio of small to medium sized businesses, both commercial and farming, from start to finish.
- § The role covers a range of business support services including the preparation of annual accounts, budgets, auditing, management reporting and servicing income tax, GST, PAYE and FBT compliance requirements.
- § This is a permanent full time position, 37.5 hours per week.

The person we require will have:

- § At least 3 years recent experience (preferably in a CA environment).
- § A minimum AT and/or tertiary qualification is preferred but not essential (relevant experience will also be a considering factor).
- § Experience with MYOB AO and Microsoft Excel is essential.
- § Experience with other Microsoft products, Banklink and Computer Concepts would be advantageous.
- § An excellent command of English, both written and verbal.
- § Excellent self management and self motivation, and the ability to display and use initiative.
- § Ability and confidence to communicate with clients - written, telephone, and in a client interview situation.
- § Ability to work as part of our team and the desire to grow with us as a firm.
- § All applicants must be NZ residents and be eligible to work in NZ.

We offer:-

- § Excellent working environment in modern offices with the latest technology.
- § A team of supportive and friendly staff.
- § Regular training and professional development opportunities.
- § Support and assistance for the successful applicant to complete relevant study if required.
- § Paid membership to the NZICA for qualified staff.
- § Potential for this role and its associated responsibility to grow.
- § Job security, coupled with the wonderful Wairarapa lifestyle.
- § Remuneration in line with experience and qualifications.

Confidential applications and enquiries should be addressed to:-

Accountant Position
P O Box 125
MASTERTON 5840
E-mail: job@son.co.nz

by no later than 5pm on Monday 8th February 2010.

Job Description

New Position

Date: 20 January 2010

Job Title:	Client Services Senior Manager
Responsible To:	Director - Rebecca Schofield
Direct Supervision:	Director
Daily Supervision:	Self
Functional relationships with:	Directors, Receptionist, PA's, Practice Manager, Clerical Staff and Clients.
Primary Functions:	Ability to relate to people and their business affairs, to record those affairs and to account for your time in the completion of your tasks.

Reaching these primary functions will involve the following key tasks:

Key Tasks	Expected Results	Control Information
Attending to preparation of management and annual reports for clients and the associated income tax and other compliance returns (such as GST).	Accurate analysis of data. Completing supporting workpapers. Reconciliation of key reports. Use of computer programmes. Accurate completion of checklists. Completion of reports and returns including all supporting data etc.	Review by Director. Discrepancies reported on workpapers/checklists. IRD Audit/review.
Attending to annual auditing work for clients. (Prior knowledge in this area is not essential).	Audit Planning and documentation in association with Director. Evaluation and assessment of audit risk in association with Director. Accurate analysis of data. Completing workpapers. Documenting items for resolution. Preparation of draft reports for clients. Use of computer programmes. Completing of all final controls / reports. Accurate completion of checklists.	Review by Director. Satisfactory file reviews by the Office of the Controller and Auditor General. Findings reported on workpapers/checklists. Client understanding and resolution of issues and audit reports.
Attending to preparation or review of statistical reports and graphs.	Accurate analysis of data or review. Completing supporting workpapers. Reconciliation of key reports. Use of computer programmes.	Review by Director. Discrepancies reported on workpapers/checklists.
Attending to the Management of taxation.	Filing of taxation returns. Reconciliation with tax assessments. Production of tax letters for clients.	Review by Director. Client understanding of final reporting.
Attending to preparation of special reports, projects and evaluations and developments for the office and clients.	Accurate analysis of data. Completing supporting workpapers. Research and evaluation of information. Use of computer programmes. Accurate completion of checklists.	Review by Director. Findings reported on workpapers/checklists. Client understanding of final reporting .
Attending to taxation research, objections and assessment review.	Complete and accurate assessment of legislation. Use of computer programmes. Reconciliation of IRD assessments to client tax returns.	Review by Director. Independent reports from taxation specialists.

Key Tasks	Expected Results	Control Information
Drafting Correspondence.	Complete assessment of issues and adequate reporting in written format. Effective communication skills.	Review by Director. Interpretation by receivers.
Attending to Company administration including research on special projects etc.	Careful and accurate analysis of appropriate issues. Completing supporting workpapers. Use of computer programmes. Accurate completion of checklists.	Review by Director.
Client contact (by interview, visit or phone) on accounting and management issues.	Complete analysis of problems. Conferring with Partner as necessary. Recording accurate minutes/records of interviews. Reporting issues requiring further attention by yourself and/or a Partner.	Review by Director. Interpretation by clients. Minutes of all interviews meetings etc.
Developing and maintaining a knowledge of all office computer software with particular emphasis on all accounting and taxation programmes.	Ability to respond to outputs from the computer by understanding reports. Ability to use in an appropriate manner all programmes to enhance and complete your other key tasks. Competent use of MS-Office, CCB, CCM, and the suite of programmes from MYOB and Banklink.	Review of other outputs (tax returns, financial statements, management reports and statistical reports). Ability to complete other key tasks. Ability to complete basic operations.
Systematic and timely completion of all assigned tasks.	Accurate and efficient completion of all work assigned. Working to time budgets.	Time budget and time and costs record review and comparison of variances.
Security of all documents and data under your control.	Returning all documents to a secure store when used and securing in an appropriate fashion when under your direct control.	Checklists. Secure documents register. Client complaints/concerns.
Attending all staff training sessions as requested (internal & external).	Complete attention to staff training, preparation of reports and presentation to others as required.	Director. Attention to detail in other key functions.
Other sundry duties as required from time to time by a Director (incl. firm administration tasks).	Attention to detail in respect of any task assigned.	Director.

General Expectations

Qualification	Membership of the Institute of Chartered Accountants (not essential).
Basic Skills	Excellent numeracy and accounting skills, knowledge of taxation issues and good computer skills and a pleasant and personal approach to clients.
Motivation and Attitude	A positive and well motivated attitude to work and learning together with an innovative approach to work, good initiative and attention to detail and quality.
Functional Abilities	The ability to work as part of a team interacting and assisting as required. Accountability for your time and effectiveness. The ability to relate to people and their business affairs.
Appearance and Grooming	A high standard of appearance/grooming in keeping with the professional standing and image of the practice.