

Position Description

Job title: Senior Accountant
Reports to: Chief Financial Officer (CFO)
Positions reporting to this role: Nil

Duties & Responsibilities

Reporting to the CFO, the key responsibilities of the Senior Accountant include:

- Preparing periodic financial statements, including profit and loss accounts, budgets, cash flows, variance analysis and commentaries
- Preparation of financial statements and statutory accounts for the group and dealing with auditors and financial reporting providers with regards to queries
- Responsibility for the group's preparation of tax, FBT and BAS returns
- Interpreting and communicating financial data to non-financial managers providing a support service by working with all departments and the management team to help make financial decisions;
- Responsibility for 2+ business units
- Assist with acquisition and business opportunities including forecasting, business modelling and working with the relevant stakeholders in negotiating components of the deal.
- Assist with group payroll obligations
- Assist in the preparation of annual budgets and maintain rolling-forecasts
- Implementing and adhering to corporate governance procedures, policies, risk management and internal controls.
- Negotiating supplier contracts;
- Offering professional judgement on financial matters and advising on ways of improving business performance;
- Review and report on key business drivers to ensure ongoing performance
- Ad hoc projects whereby relevant issues are identified and referred to the relevant stakeholders involved

Experience Required:

- 3- 5+ years' post CPA/CA work experience in a financial accounting role
- Experience in financial modelling and forecasting - P&L, Balance Sheet and Cash Flow.
- Experience in monthly P&L, Balance sheet and Cash Flow preparation and reporting
- A capacity to develop, plan and execute activities in a demanding and dynamic environment
- Ability work autonomously and to assist with the key deliverables
- Demonstrates sound communication and interpersonal skills to develop healthy and effective working relationships
- Sound attention to detail with demonstrated attitude and thoroughness of work standards

- Analytical with a strong understanding of accounting standards and statutory requirements
- Demonstrate and assist in the assessment of potential business opportunities/ risks in a timely and effective manner consistent with organisational strategy and procedure