

JOB DESCRIPTION

Client Support and Administration

- Working with clients and their financial records
- Preparation of clients' interim and year end financial statements
- Preparation of clients' statutory filing requirements including, but not limited to:
 - Periodic GST returns
 - Annual Income Tax returns
 - FBT returns
 - Employers payroll returns
 - Resident withholding tax returns
 - Department of Statistics business surveys
- Assisting clients with their in house accounting and internal processing systems
- Periodic cover for support administration staff and administration tasks as required
- Payroll preparation, administration and associated duties
- Excel spreadsheeting for manual financial reports
- Other duties as required – flexibility is a must in this position