

# JOB DESCRIPTION

## Chartered Accountant

- Working with clients and their financial records including assistance with their processes.
- Preparation/review of clients' interim and year end financial statements, and tax returns.
- Preparation of clients' budgets and forecasts.
- Preparation of clients' statutory filing requirements including, but not limited to:
  - Periodic GST returns
  - FBT returns
  - Employers payroll returns
  - Resident withholding tax returns
  - Department of Statistics business surveys
- Preparation/Review of client tax forecasts.
- Assisting clients with their in house accounting and internal processing systems.
- Developing knowledge in regards to Accounting and Business Support systems.
- Providing support to the Directors for Business Focus Meetings and client management requirements.
- Providing services to clients relating to financial analysis, KPI analysis, commission calculations, review of productivity and profitability.
- Assistance with maintaining the firm's systems to ensure various reports we supply to clients comply with accounting standards and legislative requirements.
- Attendance of trainings, conferences and courses, attendance of social or business related functions and other activities and events as required.
- Assist with staff management for client specific tasks.
- Any other tasks as requested

### Note:

The parties acknowledge that all tasks will require a training period of at least one year before unsupervised proficiency is achieved. Training will be provided for all tasks listed in this job description.