

JOB DESCRIPTION

Rural Team Leader

- Working with rural clients and their financial records including assistance with their processes.
- Supervision and training of team members where required, including preparation and delivery of formal and informal training and review of work.
- ***Supervision and review of team for the following:***
 - Preparation of clients' interim and year-end financial statements.
 - Preparation of clients' budgets and forecasts.
 - 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
- Preparation/Review of rural client tax forecasts.
- Providing services to rural clients relating to financial analysis, KPI analysis, commission calculations, review of productivity and profitability, review of Dairybase reports and reporting findings
- Assisting rural clients with their in-house accounting and internal processing systems.
- Developing knowledge regarding Accounting and Business Support systems.
- Providing support to the Directors for Business Focus Meetings and client management requirements.
- Assisting Directors with promotion of rural advisory and compliance services in the community.
- 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.