

Experienced Team Leader

Responsibilities:

- Working with clients and their financial records including assistance with their processes.
- Preparation and review of clients' interim and year-end financial statements, and tax returns.
- Preparation and review of clients' management accounts.
- Supervision, review, and training of team members, including preparation and delivery of formal and informal training and review of work.
- Managing personal workflow and that of your team
- Preparation and review of clients' budgets and forecasts.
- Preparation and review of clients' statutory filing requirements including, but not limited to:
 - Periodic GST, RWT & FBT returns
 - Department of Statistics business surveys
- Preparation and review of client profitability and tax reviews.
- Providing services to clients relating to financial analysis, KPI analysis, commission calculations, review of productivity and profitability
- Assisting 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.
- 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.
- Proactively assist the Directors with various other ad hoc duties
- Any other tasks as requested.

Qualifications & Ability:

- Tertiary qualification in accounting.
- 5 years plus of Public Practice experience.
- Experience in managing and leading a team
- Knowledge and understanding of accounting and taxation concepts essential.
- Experience with Xero is must.
- Proficient in Excel and Excellent knowledge of Microsoft Office suite.
- The ability to communicate clearly and concisely, varying communication style depending upon the audience.
- Excellent attention to detail and written skills when communicating with others, both internally and externally.
- Willingness to assist and support others as required and get on with team members.
- Time management and organization skills to achieve the accomplishment of objectives effectively within time frame given and carry out duties within portfolio in an efficient and timely manner.