

Rural Accounting Team Leader

Responsibilities:

- Working with rural clients and their financial records including assistance with their processes.
- Preparation and review of clients' interim and year-end financial statements, and tax returns
- Supervision and training of team members where required, 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 rural 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 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.
- Proactively assist the Directors with various other ad hoc duties
- Any other tasks as requested.

Qualifications & Ability:

- Tertiary qualification in accounting essential.
- 5 years plus of similar experience in related industries with some experience in Public Practice preferred.
- Knowledge and understanding of accounting and taxation concepts essential.
- Experience with Xero, Figured, Farm Focus and Cash Manager would be an advantage.
- 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.