

Position Description

Position	Senior Production Manager
Reporting to	Senior Client Manager
Duties & Responsibilities	<ul style="list-style-type: none"> • Your major role will be to support your Senior Client Manager in getting the work completed. • You will manage a team of accountants and bookkeepers to ensure an effective workflow and required output is completed within agreed schedule. • You will mentor and train the less experienced and less qualified team members in completing their tasks and jobs. • You will schedule and manage workflow of your direct reports. • You will train and review the work handed to you by your direct reports. • You will train and develop the technical skills of your direct reports helping and teaching them with all aspects of financial statement preparation, taxation return preparation, bookkeeping and payroll processing. • You will be required to research technical matters and advise your team and also the Senior Client Manager as to appropriate treatment or outcomes for each scenario / situation • Your team will most likely include accountants of varying levels, bookkeepers of varying levels, and potentially other roles where identified as needed. • Your role is to review your teams work and ensure it for quality and have tasks and jobs done to a 90% to 100% completion stage for the Senior Client Manager and/or Client Manager. • In this regard you will have the ability to complete jobs for the Senior Client Manager and hand them to the Senior Client Manager on a golden platter. • You will be task driven but also have an ability to work with other accountants and bookkeepers, helping and guiding then technically. • You will not be required to see clients face to face, but occasionally you will be asked to help your client manager with: <ul style="list-style-type: none"> ○ strategic client meetings ○ client software selection ○ business mentoring ○ strategic tax planning and structuring advice <p>You will have the following client and teamwork skills:</p> <ul style="list-style-type: none"> • Effective communication skills, both written and verbal. • Good time management and planning skills. • Training and helping other Accountants and Bookkeepers on your team both in Australia and in any offshore location. • Effective presentation and mentoring skills of your direct reports.



<p>Qualifications & Knowledge</p>	<p>You will have the following qualifications and experience:</p> <ul style="list-style-type: none"> • The successful applicant needs a strong level of technical knowledge and an ability to apply it to finalise Jobs for clients. • CPA / CA / IPA designation (highly desirable). • At least 7 years' experience in public practice. • Preparing Individual Income Tax Returns. • Preparing Tax Planning Figures and Analysis. • Preparing Fringe Benefits income tax returns. • Preparing Financial Statements and Tax Returns for: <ul style="list-style-type: none"> ○ Sole Traders ○ Partnerships ○ Trusts ○ Companies ○ Self-Managed Superannuation Funds <p>You will have a strong understanding of the following technical knowledge:</p> <ul style="list-style-type: none"> • Individual Tax claims. • Small Business advice – WorkCover, Payroll tax, FBT etc. • Non-Small Business advice. • Depreciation rules. • CGT SBE Business Concessions. • CGT Calculation on Sale of Property. • SGC Obligations. • Non-commercial loss rules. • Division 7A loans. • Franking Accounts and the dividend imputation system. • Family Trust Elections. • Completion of Co-invest / PLSA / equivelant administration. • Taxable Payments Annual Reports. • Tax minimisation strategies. • Asset Protection Strategies.
<p>Software Programs</p>	<p>You will have experience using the following software programs:</p> <ul style="list-style-type: none"> • Strong computer skills and use of in-the-cloud software. • Microsoft Products- ie: Outlook, Word, Excel (Required). • Xero Accounting (Required). • Xero Practice Manager (Highly desirable). • Xero Tax (Highly desirable) . • FYIdocs (Highly desirable). • Class Super (Highly desirable). • Now infinity (Highly desirable). • Saasu (Not essential). • QuickBooks (Not essential). • MYOB (Not essential).