



## JOB SHARE SENIOR EMPLOYMENT PACKAGE

**FTE Salary package from \$60,000 - \$80,000 as a guide**

### Position Description

This is an experienced accounting and taxation position for a tertiary qualified accountant. Main tasks will include taking ownership of the accounting tax and other compliance activities in partnership with your job-share partner and ensure completion within time and cost expectations either in isolation or using junior staff. The applicant will be confident in liaising with clients on technical issues across all business services areas including Corporate Affairs, State Taxes, Insurance, Business Analysis and Audit and will engender confidence in clients and staff by the manner and advice provided.

This is not a role for the faint hearted. The successful applicant will be expected to take ownership of all work provided and help to provide leadership by example within the firm. They will possess well developed analytical and communication skills. They will be energetic and enthusiastic about delivery of quality service and advice. And of course their Microsoft office skills will be first rate. Previous audit experience will be well regarded, but is not essential.

The incumbent may also take on full-time staff supervisory responsibilities of staff members.

### Duties

- Supervise and where necessary complete accounts for a portfolio of clients
- Supervise and where necessary complete tax returns (including state and GST related taxes) for a portfolio of clients
- Supervise and where necessary complete audits
- Supervise and complete where necessary analysis of financial and other information
- Provide advice internally and externally in respect of structuring, tax, estate management, insurances and business management
- Meet with clients and discuss outcomes and recommendations
- Manage a portfolio of accounts to ensure all lodgements dates are met and taxes paid in a timely manner
- Attend and contribute to networking functions
- Assist in the business development function of the business

### Reporting

<b>Reports to</b>	Director
<b>Direct Reports</b>	Intermediate Accountants Trainee Accountants Others

### Key Stakeholders

<b>Internal</b>	<b>External</b>
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Director Job-share partner Own team Other teams in own office	Clients Tax Office Related Service Providers
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**Requirements:**

**Essential**

Minimum 5 years experience in Australian public practice  
Degree qualified  
Excellent oral and written communication skills

**Preferred**

CA / CPA qualified (or studying)  
Previous experience in budget defined environment  
Previous experience in reviewing junior staff  
Previous accountability for job completion

**Professional Development**

The applicant will be expected to undertake further professional development and in particular to attain and maintain CPA qualifications (or equivalent if not already held). Such studies will be supported by Thompsons Australia and will form part of the salary package.

**Delegation**

Description	Delegation
Expenditure	You <b>no</b> have authority to approve expenditure.

**Recoverable Fee Budget**

Individual Fee Budget: 3.00 x Total Employment Cost \*(1+GST)  
Total Employment Cost: includes workers compensation and long service leave allocations as well as reimbursements for study and professional development, uniforms and CPD allowances etc.

EG

Salary \$50,000, Professional Development Support \$1,000, Uniforms \$200 and 6 hours of CPD allowance @\$75 per hour)

Recoverable Fee Budget=  $3*(50,000+295+836+1000+200+450)*1.1$

**\$174,179**

The Recoverable Fees budget will be prorated for part-time and split professional / administration staff.

**Team Recoverable Fee Budget**

The Team Recoverable Fee Budget will be calculated by the sum of the individuals Recoverable Fee Budget.

**Gross Profit Margin Target**

To be eligible for the performance bonus, gross profit margin of 65% must be achieved.

**Charge-out Rate**

The minimum Charge-out Rate is that which enables the above productivity target to be met based on a productivity rate of 85%. The actual Charge-out Rate may be set higher than this dependent on individual circumstances. A higher Charge-out Rate does not alter the Target, but will make the Target achievable at a lower productivity level.

EG Full-time employee	
Hours per week	37.5
Total Hours per annum	$37.5 * 44$ 1650
Available Hours	$1650 * 85\%$ 1402.5

***Minimum Charge-out rate \$124.19***

**Individual Professional Development:**

20 hours Structured (we will support up to 6 hours)  
30 hours Unstructured

**Performance Reviews:** Minimum 3 per annum

**Bonus:** Upon achievement of targets the incumbent will be eligible for a bonus of \$2,500.