ruddicks

CHARTERED ACCOUNTANTS

JOB AND PERSON SPECIFICATION

TITLE OF POSITION:	**Graduate & Undergraduate Accountant**
TYPE OF APPOINTMENT:	**Permanent full or part time**
LOCATION:	**Launceston**

THE ORGANISATION

Ruddicks is a Tasmanian owned Firm servicing some of Tasmania's largest and most successful private businesses from a broad range of industries in specialised areas. Services offered by us include:

- Taxation advisory and compliance services
- Business services and advice
- Audit and assurance services
- Financial assessment & restructure
- Superannuation
- Management consulting
- Risk management
- Litigation support, and
- Estate and succession planning

Our clients come from a diverse range of industries, many of which are business leaders within the following industries:

- Manufacturing
- Retail and wholesale trade
- Professionals
- High wealth individuals
- Agriculture and fishing
- Transport
- Fuel distribution

Ruddicks has experienced significant growth over the past decade and continues to expand its statewide services. The Firm currently has 26 staff members.

JOB SPECIFICATION

1. **Summary of the broad purpose of the position in relation to the organisation's goals:**

   Upholding the highest ethical standards you will contribute to the excellent reputation **Ruddicks** already has within the Tasmanian business community.

   The responsibilities of this role include:

   - Accurate and timely preparation of taxation returns for individuals, partnerships, companies, trusts and superannuation funds.
   - Accurate and prompt preparation of Business Activity Statements and Instalment Activity Statements.
   - Accurate and timely preparation of Interim and End of Year Financial Statements for individuals, partnerships, companies, trusts and superannuation funds.
   - Application of the legal and taxation regulatory framework to clients' circumstances.
   - Assist with the management of client relationships (including face to face contact) that will contribute to the achievement of the Firm's objectives.
   - Participate in structured training sessions in order to obtain and maintain your skills at the highest level.

2. **Reporting / Working Relationship (to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation):**

   The position will be supervised and coached by a Senior Accountant/Assistant Client Manager.

3. **Special conditions (such as non-metropolitan location, travel requirements, frequent overtime):**

   - Current Tasmanian Drivers License is desirable.
   - Some out of hours work, including intrastate travel may be required. Paid overtime or time off in lieu of overtime worked is our policy.
   - Prescribe to the principles of confidentiality and ethical behaviour.

4. **Statement of Key Outcomes and Activities:**

   Support the productive and effective operation of the Firm through the provision of prompt, accurate and efficient accounting services of the highest quality.

LEVEL OF RESPONSIBILITY

The Graduate & Undergraduate Accountant:

- Is responsible for the completion of projects and programs on a daily basis.
- Is expected to set work priorities and exercise initiative and judgment to effectively achieve designated tasks. Meeting deadlines, revising priorities and exercising discretion and initiative are important features of this position.

SKILLS AND EXPERIENCE

- Tertiary qualifications in Business/Commerce (or in the process of completing tertiary qualifications in Business/Commerce).
- A desire to develop your professional skills to the highest level with a Firm which will assist and support you at every opportunity.
- Good communication skills, both verbal and written.
- Demonstrated problem solving abilities.
- An understanding of taxation and commercial legislation and an ability to develop creative solutions to benefit clients and the Firm.
- A desire to liaise, consult and negotiate with business and industry.
- Ability to self-manage with minimal supervision.
- Ability to undertake a number of concurrent projects, manage critical deadlines and respond to changes in priorities.
- Proven ability to effectively contribute to the activities of a team.

WORK ENVIRONMENT

Ruddicks is committed to high standards of performance in relation to Occupational Health and Safety and Diversity Management. All employees are expected to participate in maintaining safe working conditions and practice and promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

Ruddicks has a proven track record of providing regular, high quality internal and external training to all staff, and offers a supportive and enjoyable work environment.

We encourage all professional staff to complete the Chartered Accountants Australia New Zealand's (CAANZ) CA Program and to qualify as Chartered Accountants.