

Bookkeeper Cadetship Program

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| Division: | Business and Personal Advisory | Band: | Clerks |
| Reports to: | Partners Directors Managers | Direct Reports: | N/A |

Role Purpose:

This role is to support the Business and Personal Advisory teams in various tasks and will ensure and maintain accurate and timely financial transaction processing, compliance support, and data management for a broad range of clients while gaining practical experience and professional growth in the bookkeeping field.

Key Responsibilities:

This position description is intended to be a general outline of the role's responsibilities and requirements. It may be subject to adjustments based on the needs of the Firm and the professional growth of the individual in the role. This role may be required to undertake additional tasks or projects as assigned from time-to-time.

1. Financial Record-keeping:
 - Accurately record and maintain financial records, including accounts payable and receivable, payroll, and general ledger entries, into the accounting system.
2. Reconciliation:
 - Perform regular bank reconciliations, ensuring that all financial records align with bank statements, and resolve any discrepancies promptly.
3. Accounts Receivable/Payable:
 - Manage accounts payable and receivable processes, issuing invoices, processing payments, and following up on outstanding payments.
4. Payroll Support:
 - Assist in payroll processing by establishing payroll files, accurately maintaining employee records, calculating wages, and ensuring timely payment of salaries and employee benefits, ensuring compliance with relevant legislation.
 - Processing of superannuation obligations.

5. Financial Reporting:
 - Assist in preparing financial reports, including profit and loss statements, balance sheets, and cash flow statements, ensuring compliance with generally accepted accounting principles.
 - Provide accurate and timely financial information to management for decision-making purposes.
6. BAS Reporting:
 - Assist with the preparation and submission of Business Activity Statement (BAS) reports in compliance with regulatory requirements.
7. Financial Compliance:
 - Develop relevant industry information, including tax regulations, payroll and superannuation obligations.
 - Assist with the preparation of income tax and FBT returns.
8. Client Support:
 - Collaborate with the team to address client inquiries and resolve bookkeeping-related issues.
9. Data Entry and Analysis:
 - Enter financial data into accounting systems and perform periodic analysis to identify trends, discrepancies, or areas of improvement.
10. Record Retention:
 - Ensure proper storage and organisation of financial documents in accordance with legal and Firm policies.
11. Collaborative Teamwork:
 - Work closely with other team members to share information and ensure efficient client service delivery.

Skill Requirements:

- Enrolled in and undertaking study towards Certificate IV in Accounting and Bookkeeping.
- Developing understanding of bookkeeping principles and practices
- Developing organisational and time management skills with the ability to prioritise tasks and meet deadlines.
- Familiarity with accounting software and Microsoft Office Suite, including Excel, Word, and PowerPoint.
- Strong numerical and data entry skills with high attention to detail.
- Effective communication skills to interact with clients and colleagues.
- Analytical and problem-solving skills to address discrepancies and resolve issues effectively.
- Ability to work both independently and collaboratively in a team-oriented environment.
- Ability to handle sensitive and confidential information with integrity.

Key Result Areas:

- *Bookkeeping Accuracy*: Maintain accurate and up-to-date financial records, ensuring data integrity and compliance with accounting standards.
- *Timeliness*: Assist in providing timely and accurate financial reports, including BAS submissions, payroll records, and other required reports. Complete assigned tasks within agreed-upon deadlines.
- *Client Satisfaction*: Contribute to client satisfaction by delivering reliable bookkeeping support and assisting with financial queries.
- *Compliance Adherence*: Ensure compliance with all relevant financial regulations, tax laws, and reporting requirements.
- *Efficiency*: Optimise bookkeeping procedures to enhance efficiency and productivity.
- *Record-keeping and Documentation*: Ensure proper storage and organisation of financial records as per Firm policies.
- *Team Collaboration*: Actively engage in effective teamwork, fostering a collaborative and supportive work environment.
- *Team Values*: Adherence, advocacy and support of identified WLF and functional area teamwork principles.
- *Business Improvement*: measured by Partnership assessment of involvement/commitment to business improvement through identification/implementation of opportunities for improvement within our systems and business processes, demonstration of risk-based thinking, displayed attitude towards the WLF quality systems and procedures.