

## Job Description

<b>Job Title</b>	<b>Senior Accountant / Team Leader</b>	
<b>Department / Group</b>	Accounting	
<b>Reports to</b>	Chief Executive	
<b>Direct Reports</b>	Team - Accountants	
<b>Purpose of Job</b>	Provide guidance, instruction, direction and leadership to the team for the purpose of achieving key business and client's results.	
<b>Description Current at</b>	July 2011	
<b>Functional Relationships</b>	<b>Internal</b> <ul style="list-style-type: none"> <li>• Directors</li> <li>• Senior Management Group</li> <li>• All Staff</li> <li>• Training &amp; Development Manager</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>• Clients &amp; Suppliers</li> <li>• Accounting, Legal and Professional Firms</li> <li>• Government Agencies</li> <li>• Financial, Technical and Training Organisations</li> </ul>
<b>Key Result Areas</b>		
<b>Jobholder is accountable for:</b>		<b>Jobholder is successful when:</b>
<b>Team Management</b> <p><i>People</i></p> <ul style="list-style-type: none"> <li>• Contributing to managing teams of people in a way which leads to and promotes a productive and team building environment.</li> </ul> <p><i>Productivity</i></p> <ul style="list-style-type: none"> <li>• Monitoring and analysing team and individual productivity, reviewing Actual vs. Budget and monitoring write-off. Impediments to improving productivity within the team are identified and removed.</li> </ul> <p><i>Strategy</i></p> <ul style="list-style-type: none"> <li>• Where required contributing to Strategic Management Plans and initiatives in a way which clearly identifies key purpose, objectives, roles and resource requirements.</li> </ul>		<ul style="list-style-type: none"> <li>• People feel valued and morale is good. Key messages are communicated on behalf of management in a timely, consistent and effective manner.</li> <li>• Production results are closely monitored and reported. Write-off trends are identified. . Areas of individual under achievement are identified and followed up with staff member in conjunction with the Business Manager.</li> <li>• Requirements and are implemented to agreed standard and timeframe.</li> </ul>

<p><i>Reporting</i></p> <ul style="list-style-type: none"> <li>• Informational reports to assist Senior Management to make effective decisions.</li> </ul> <p><i>Statutory Compliance</i></p> <ul style="list-style-type: none"> <li>• Ensuring all statutory obligations are met</li> </ul> <p><i>Meetings</i></p> <ul style="list-style-type: none"> <li>• POD Leader Meetings, including organising meeting requirements, agendas, minutes and papers.</li> </ul>	<p>Ensure the timely reporting of all Senior Management reports ie. minutes of Team meetings, resources planning.</p> <ul style="list-style-type: none"> <li>• Learn and apply the current taxation and accounting requirements for the completion of financial statements, tax returns and other financial reports.</li> <li>• Reports are prepared and filed with relevant government agency by due date.</li> <li>• All meetings are professionally organised and managed. Agenda and paperwork is circulated beforehand, Minutes recorded and agreed Action Tasks are undertaken and monitored.</li> </ul>
<p><b>Human Resources</b></p> <p><i>Recruitment</i></p> <ul style="list-style-type: none"> <li>• Assist in the recruitment and induction of new staff.</li> </ul> <p><i>Performance and Remuneration</i></p> <ul style="list-style-type: none"> <li>• Managing the Performance Appraisal Review of your team under the company guidelines.</li> </ul> <p><i>Personnel issues</i></p> <ul style="list-style-type: none"> <li>• Responding to staff and personnel issues in an efficient, unbiased and confidential manner.</li> </ul> <p><i>Absenteeism</i></p> <ul style="list-style-type: none"> <li>• Handle personnel issues relating to staff conflicts, absenteeism.</li> </ul> <p><i>Health and Safety</i></p> <ul style="list-style-type: none"> <li>• Ensuring team members comply with health and safety issues when working on the premises.</li> </ul>	<ul style="list-style-type: none"> <li>• New staff are made to feel welcome and are well supported.</li> <li>• Performance Appraisals and ongoing reviews are properly managed. Work with each direct report to establish goals and objectives for each year and advise senior management on the progress to enhance the professional development of staff.</li> <li>• Staff enquires are handled promptly. People are assured their privacy is respected and protected. There are no justified complaints.</li> <li>• Staff leave entitlements are managed in accordance with business and legislative requirements.</li> <li>• Health and Safety issues are closely monitored and staff are fully briefed and encouraged to apply safe practices especially when long hours on a PC is involved.</li> </ul>

<p><i>Staff training</i></p> <ul style="list-style-type: none"> <li>• Contributing to the professional development of staff through selection and provision of training programmes in co-ordination with the Training &amp; Development &amp; Business Managers.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff are encouraged to participate in professional development courses and training programmes.</li> </ul>
<p><b>Administration</b></p> <p><i>Team</i></p> <ul style="list-style-type: none"> <li>• Managing the Team and resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Work loads and flows are effectively managed. Peak/pressure points are planned for.</li> <li>• Timesheets are completed with adherence to business practices</li> <li>• WIP is reviewed and dealt with appropriately during the course of the job, relating to each client.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Marketing and Public Relations</b></li> </ul> <p><i>Client Liaison</i></p> <ul style="list-style-type: none"> <li>• Seeking Client feedback on services, website and services etc</li> </ul> <p><i>Events and Functions</i></p> <ul style="list-style-type: none"> <li>• Attend where required Client functions and events and identifying promotional/PR opportunities. Contributing to organising Staff functions, including annual Christmas function.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from Clients is taken into account, responded to and monitored.</li> <li>• Events are professionally attended and feedback is communicated to Senior Management.</li> </ul>
<p><b>Professional development</b></p> <ul style="list-style-type: none"> <li>• Ensuring technical and professional knowledge is up-to-date and relevant.</li> <li>• Identifying and participating in training opportunities relevant to the position and to continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participating in training seminars, programmes and maintaining a situational awareness of trends and developments.</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Attending to other work delegated by Directors from time to time.</li> <li>• Representing the firm at meetings and at networking opportunities as required.</li> <li>• Maintaining a clean and tidy work area</li> <li>• Other tasks as required</li> </ul>	<ul style="list-style-type: none"> <li>• Process or desired outcome is achieved within agreed timeframe</li> <li>• Maintaining a professional image and conduct.</li> <li>• Team and individual work areas are kept clean and tidy</li> </ul>

<b>Person Specifications</b>	
<b>Qualifications</b>	
<p><b>Essential</b>            Demonstrated Team Leadership skills            Minimum of 5 years experience in a CA environment.</p>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• CA qualification</li> </ul>
<b>Knowledge and Work Experience</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Exceptional “people” skills and previous experience in managing teams of people</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Advanced accounting knowledge</li> <li>• Working knowledge of APS, Acclipse and Electronic Banking systems</li> </ul>
<b>Personal Attributes</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Must be a “people” person</li> <li>• Have well developed logic, strategic and diagnostic abilities</li> <li>• Able to relate easily to / interact with people at all levels</li> <li>• Accuracy and meticulous attention to detail</li> <li>• Excellent communication and time management skills</li> <li>• Demonstrated ability to work under pressure, to multi-task and deliver on time</li> <li>• Takes responsibility and is willing to be held accountable</li> <li>• A mature and outgoing diplomatic personality</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• A sense of humour, flexibility and resourcefulness</li> </ul>
<b>Other requirements and information specific to this position</b>	
<p><b>Our Vision</b></p> <ul style="list-style-type: none"> <li>• <i>Helping to add value to the lives of our clients.</i></li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Staff are provided with a health and safety briefing on appointment and at regular intervals to ensure equipment and work furniture is best suited to individual needs.</li> <li>• You are required to comply with generally accepted “best practice” procedures in addition to our specific Health and Safety policies. This requires you to be familiar with and to adopt safe work practices and to advise your Manager immediately if you experience any discomfort or pain which may be connected to your work.</li> <li>• As this position requires extensive use of a keyboard and work at a PC you must ensure you follow the Workstation Health and Safety training and guidelines provided to you.</li> </ul> <p><b>Changes to Job Description</b></p> <ul style="list-style-type: none"> <li>• From time to time it may become necessary to consider making changes to this Job Description which will normally be initiated by the Manager for the position.</li> <li>• This may happen because of changes in the nature or structure of our core business, the annual Performance Management and Development System, technological changes, procedural amendments or legislative/statutory requirements.</li> <li>• Where any such change is envisaged you will be advised and consulted accordingly.</li> </ul>	

<b>Job Description Approved:</b>	<hr/>
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	<i>(Date)</i>
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	<i>(Job Holder)</i>
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