

Practice Manager - Accounting

Our Vision

To be the most prominent Financial Advisory Firm in Regional Queensland, with a full service offering that supports our Clients goals

Our Values

Family values of care & support
Performance focused, outcome driven
Client centric

About Us

Carey Group are an integrated accounting and financial services firm, well established in North Queensland to deliver outcomes for clients across our region, a commitment the Partners and team share.

Since 1951 starting out as a small accounting firm in Ingham, Carey Group has continued to evolve, transforming into a multi-disciplinary company with a team of over 75 professional staff across five locations – Townsville, Ingham, Cairns, Malanda and Brisbane.

At Carey Group our focus has always been to grow with our clients. Based on reputation of quality business, accounting and tax solutions, our service offering has grown to include Financial Advice, Self Managed Superannuation, Bookkeeping, Auditing, Business Advisory and Marketing services.

Purpose

To provide practice management leadership and support in the delivery of client services, promoting a culture of continuous improvement through the implementation of policies and procedures.

Key Responsibilities

- Build and maintain an ongoing business relationship with external software and service providers ensuring that practice software is current and that team members are trained in its use
- Lead a small, high performance team providing guidance and coaching
- Manage workload to meet agreed timeframes and in line with company policy, procedures and protocols
- Liaise with clients in a manner that builds and / or maintains effective client relationships ensuring timely responses to enquiries and a positive client experience
- Lead change through structured methodology including the design, development, delivery and management of all relevant change related activities to achieve outcomes
- Systemisation of business processes and the identification and implementation of improved accounting and client service processes for productivity and efficiency
- Database management and client security access across various platforms including cloud software, FYI Docs and ATO Portal
- Ensure practice obligations are met surrounding requirements with external agencies (ATO, TPB, ASIC) and coordinate audit requirements to meet certification with external parties eg CPA
- Prepare regular reports and coordinate submission by others
- Manage lodgement program in conjunction with Accounting Partners
- Undertake other duties as directed, commensurate with current level of skills and classification.

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Key Selection Criteria

Essential

- Proficient use of databases and software systems including Xero XPM and Microsoft Office suite of products
- Demonstrated high level of interpersonal, oral and written communication skills with an ability to collaborate and engage different stakeholders
- Demonstrated systems thinking with experience in process improvement
- Demonstrated experience leading organisational change
- Ability to lead a small high performance team to achieve objectives
- Demonstrated ability to work both autonomously and as part of a high performing team to achieve objectives
- High level of organisation skills with proven ability to set self and team priorities and manage workloads to meet deadlines
- High level of analytical, reasoning and problem solving skills

Desirable

- An understanding of and an ability to apply Australian Accounting Standards and Australian Taxation Legislation
- A strong commitment to continuous professional development

Employee Obligations

Work Health and Safety

Carey Group aims to maintain a safe, healthy and secure work environment for all employees, clients, visitors and contractors. Achieving this aim is a responsibility of all. All employees are accountable for complying with WH&S policies and identifying, assessing and reporting workplace hazards.

Respect in the Workplace

Carey Group values and respects diversity of its workforce and believes that all employees should be treated fairly and with dignity and respect. All employees must show respect for each other, visitors, the general public and contractors by treating them fairly and objectively, ensuring freedom from discrimination, sexual harassment, racial and religious vilification, victimisation and bullying. Carey Group is an equal opportunity employer.

Policies and Procedures

Comply with all relevant Carey Group Policies and Procedures relevant to your position

Employee Acknowledgement:

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive. All team members are required to act at all times with integrity and professionalism and within reason can be asked to undertake tasks within their current level of competence and ability.

I have read and understand the position description and agree to carry out the duties and responsibilities outlined above. I note that position descriptions are reviewed periodically and may be changed, after consultation, at any time.

Name:	Signature:	Date: