

Manager

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

As an Accounting Manager, you will supervise, monitor and evaluate all day-to-day accounting activities. In addition, you will be responsible for developing and implementing systems for collecting, analysing, verifying and reporting financial information. This position is accountable to Partners for performance, and team members for guidance, motivation, and support. By adhering to quality and service standards, you will help to increase revenue and market share, and assist the business accomplish its goals.

This is a hands-on role where you will devote most of your time to a broad portfolio of clients, assisting them with their accounting and tax requirements from start to finish. You will be encouraged to develop strong working relationships with your clients as you gain a full understanding of their business and assist them with a variety of matters including compliance, tax planning and special purpose work.

Key Responsibilities

- Manage a portfolio of clients in a broad range of accounting, taxation and business matters
- Work as part of a highly functioning team, assisting Partners and other team members, in completion of work assignments
- Produce work within 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
- Manage directions from client and provide advice in relation to;
 - Operations of client business,
 - Opportunities for business improvement,
 - Strategic direction of results driven business
- Undertake a range of work tasks including the completion of end of year journals and accurate reconciliations, completion of financials and tax returns
- Manage workload to meet lodgement program timeframes
- Maintain accurate time costing diary
- Maintain client best interests and refer clients for additional services

Manager

- Lead a small, high performance team providing guidance, coaching and support to achieve objectives
- Undertake other duties as directed, commensurate with current level of skills and classification

Key Selection Criteria

Essential

- Degree qualified, appropriate to position and professional or post graduate qualification (CPA/CA and/or MBA or Masters of Tax)
- Minimum 5 years tax and business services experience
- Proficient use of various accounting software systems including Microsoft Office suite of products, Xero XPM and ATO Portal
- High level of technical and compliance skills with a strong understanding of and an ability to apply, Australian Accounting Standards and Australian Taxation Legislation
- Demonstrated high level of interpersonal, oral and written communication skills with an ability to network
- 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
- An analytical thinker with problem solving skills and a continuous improvement approach
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Desirable

- A strong commitment to continuous professional development
- Ability to lead a small high performance team to achieve objectives

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



Manager

position descriptions are reviewed periodically and may be changed, after consultation, at any time.

Name:	Signature:	Date: