

## SENIOR MANAGER

### Our Vision

To be the most prominent Accountancy and Financial Services firm in Regional Queensland.

### Our Values

- Care & support
- Performance focused
- Outcome driven
- Client centric

### About Us

Carey Group is a long-standing accounting and financial services firm with origins dating back to 1951, when Brian Carey took over an accounting and audit practice in Ingham. Since then, the firm has expanded its services and locations, evolving into the Carey Group of Companies in 2016.

Today, Carey Group offers a comprehensive range of services, including Accounting, Audit, Financial Planning, SMSF, and Business Consulting, with offices in Ingham, Townsville, Cairns, Tablelands, and Brisbane.

Having grown steadily through mergers and acquisitions, Carey Group continues to embrace new opportunities and expertise. As we celebrated our 70th anniversary in 2021, we remain dedicated to providing modern, tailored advice and service to a diverse client base.

### Purpose

As a Senior Manager, you will be a strategic accounting leader and be responsible for overseeing the integrity of the day-to-day accounting activities. You will be responsible for developing and implementing systems for collecting, analysing, verifying and reporting financial information, while supporting strategic decision making. This position is accountable to Partners for performance, team leadership and mentoring accounting staff. 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

- **Client Portfolio Management:** Manage a portfolio of clients in a broad range of accounting, taxation and business matters
- **Team Collaboration:** Work as part of a highly functioning team, assisting Partners and other team members, in completion of work assignments
- **Time Management and Compliance:** Produce work within agreed timeframes and in line with company policy, procedures and protocols

- **Client Relationship Management:** 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
- **Accounting and Taxation:** Undertake a range of work tasks including the completion of end of year journals and accurate reconciliations, completion of financials and tax returns
- **Decision-Making:** Assist in implementing accounting process improvements to enhance the efficiency and accuracy of the accounting function
- **Lodgement Management:** Manage workload to meet lodgement program timeframes
- **Time Cost Management:** Maintain accurate time costing diary
- **Mentor and Training:** Lead a small, high performance team providing guidance, coaching and support to achieve objectives
- **Additional Duties:** Undertake other responsibilities as directed, within the scope of your 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 7 -10 years of progressive accounting and tax experience, including leadership roles
- 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
- Strong commitment to customer service, with a focus on confidentiality and privacy.
- Excellent interpersonal, verbal, and written communication skills.
- Detail-oriented with a problem-solving mindset and a focus on continuous improvement.
- Resilient, adaptable, and capable of thriving in a dynamic environment.

### Desirable

Exposure to or experience in the following areas will be highly regarded:

- A strong commitment to continuous professional development
- Holds, or is willing to obtain and maintain, a Tax Agent Number registration certificate
- Willing to be appointed as the nominated Tax Agent supervisor
- Ability to lead a small high-performance team to achieve objectives

## Employer Obligations

### Work Health & Safety

Carey Group is committed to providing a safe and healthy work environment for all employees, clients, visitors, and contractors. Achieving this goal is a shared responsibility. All employees must comply with WH&S policies and promptly identify and report workplace hazards.

### Respect in the Workplace

At Carey Group, we value and respect the diversity of our workforce. We are committed to ensuring all employees are treated with fairness, dignity, and respect. We maintain a zero-tolerance approach to discrimination, harassment, bullying, and victimisation. Carey Group is an equal opportunity employer.

### Policies and Procedures

All employees must comply with Carey Group's relevant policies and procedures for their role.

Employee Acknowledgement:

The duties and responsibilities outlined in this position description are intended as a general guide and may be updated periodically. Employees are expected to act with professionalism and integrity, undertaking tasks within their competencies and capabilities.

I have read, understood, and agree to carry out the duties outlined in this position description. I acknowledge that position descriptions are reviewed periodically and may be updated after consultation.

Name:	Signature:	Date:
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