

Accounting Support Officer

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 proud to be one of the largest independently owned and fully integrated accounting and financial services firm in North Queensland. Since our beginnings in Ingham in 1951, we've grown into a multi-disciplinary firm with over 90 professional staff across five strategic locations: Townsville, Ingham, Cairns, Tablelands and Brisbane.

We are known for delivering high-quality accounting, tax, audit and financial planning services, while building lasting relationships with our clients and communities. At Carey Group, we combine traditional values with innovative solutions to create enduring prosperity for our region.

Purpose

As an Accounting Support Officer, you will assist with the administrative support to the accounting team, helping ensure that client and business deliverables are delivered on time.

This is a hands-on role where you will support the management of a broad portfolio of clients, through the completion of a range of support tasks including coordination, correspondence and processing of client information.

Key Responsibilities

- **Client Portfolio Management:** Provide support to 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. Maintain client best interests and refer clients for additional services.
- **Accounting Support Tasks:** Coordinating the collection and processing of client information and data, liaising with clients to ensure accurate coding, preparing and lodging BAS, IAS, PAYG instalments, income tax returns and financial statements, compiling ATO Portal reports and financial packages, coordinating documentation for banks and financial institutions, and preparing all related correspondence.

- **Additional Duties:** Undertake other responsibilities as directed, within the scope of your skills and classification.

Key Selection Criteria

Essential

- Proficient use of various software systems including Microsoft Office suite of products
- Demonstrated sound 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.
- Sound level of organisation skills with proven ability to set self and team priorities and manage workloads to meet deadlines.
- Strong attention to detail
- An analytical thinker with problem solving skills and a continuous improvement approach.

Desirable

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

- Experience with various accounting software systems including Xero XPM and ATO Portal
- A strong commitment to continuous professional development

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: