

JOB DESCRIPTION

Job title:	Graduate Accountant
Responsible to:	Partners
	Our mission is to provide solutions, not products, and to provide answers, not information.
	Our 4 Strategic pillars create a framework of growth. Our pillars are:
Leech & Partners Mission & Key Goal:	<ul style="list-style-type: none"> • People: Growing a world class team • Technology: Leverage modern technology for better outcomes • Business: Balancing business returns & stakeholder wellbeing • Clients: A long-term ally in business
	Build strong, lasting customer relationships that foster loyalty and repeat business. Understand our client's needs, fears and goals. Establish quality personal connections between the Leech & Partners team and clients. Tailor services to clients to help them meet their objectives.

Key Relationships

The position reports to the Partners and works closely with Senior Management team. The Graduate Accountant will also develop strong working relationships with the wider team.

Key Result Areas

Key Responsibilities:	Jobholder Is Successful When:
1. Foundational Knowledge <ul style="list-style-type: none"> • Develop a good understanding of Leech & Partners, accounting systems, and practical application of accounting principles. • Build relationships with the team, in particular Senior Managers around workflow and training requirements. • Start to develop an understanding of each Client, showing a genuine interest in their business, and how organisation structures fit with each client. • Provide accurate and useful numerical and analytical feedback relating to the Client. 	<ul style="list-style-type: none"> • Grow knowledge base and put in place learnings. • Expectations and any delays in achieving agreed timeframes are clearly communicated. • Positive feedback received due to the completion of engagements within agreed timeframe. • Positive communication with management team around WIP, with everyone feeling informed. • Any risks are mitigated by escalating any concerns as appropriate. • Show curiosity, which demonstrates a deeper understanding and initiative to work produced.

<p>2. Technical Accounting</p> <ul style="list-style-type: none"> • Be responsible for preparing a range of accounting tasks including financial statements, tax returns and GST returns. • Prepare graduate level draft and final financial statements using ledger systems (Xero and MYOB AO) using the Leech & Partners standard, including setting up new client ledgers in these systems. • Uses CCH electronic workpapers to assist in preparing of financial statements. • Keep up to date with all changes of accounting software systems, and application of these. • Use IRD, ACC and / or Companies Office websites, to assist in job preparation. <p>Over time, develop in the following:</p> <ul style="list-style-type: none"> • Have an awareness of CA ANZ Special Purpose Financial Reporting Framework for use by For-Profit Entities. • Understand tax entity profiles when preparing jobs. • Application of relevant tax requirements and policy under current legislation. • Management of Client list, in order to meet deadlines and expectations of both the Client and Leech & Partners. • Consider job budget in preparation of all jobs. 	<ul style="list-style-type: none"> • Ask questions to show an understanding of the 'why' and demonstrate personal thought processes and ideas. • Learning from previous review points showing a reduction in review points on jobs
<p>3. Personal Development</p> <ul style="list-style-type: none"> • Actively manage personal performance and career planning. Set development plans and participate in the appraisal process, holding mentors to account. 	<ul style="list-style-type: none"> • Regular conversations are had, aligning actions and behaviours with Leech & Partners values and goals. • Understand the need to develop professionally and technically to meet the needs of clients,

<ul style="list-style-type: none"> • Prepare for and actively participate in meetings to discuss performance, seeking more regular feedback and / or meetings as necessary. • Create personal goals that have a good stretch, and firmly establish how these will be achieved within specified timeframe. • Identify technical development, both structured and unstructured, plus any training or support required to achieve goals that support development plans. 	<p>keeping up to date with any changes and market trends.</p> <ul style="list-style-type: none"> • Areas for improvement is acknowledged and plans in place to remedy.
<p>4. Other Duties, Health & Safety, and Leech & Partners Policies</p> <ul style="list-style-type: none"> • Duties are not limited to those specified, so further tasks may be assigned on a project or ongoing basis. • Ensure that all Health and Safety requirements as outlined in the Health and Safety policy are complied with. • Ensure all Leech & Partners policies are complied with. 	<ul style="list-style-type: none"> • A proactive flexible approach is undertaken to achieve Leech & Partners business objectives. • Awareness of Health and Safety requirements and procedures. • Awareness and compliance with all Leech & Partners policies.

Person Specification

Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Tertiary qualification in Accounting 	<ul style="list-style-type: none"> • Chartered Accountancy (working towards)

Knowledge / Experience

- Work experience in Accounting (desirable)
- Understanding of accounting systems, MYOB and Xero
- Microsoft Suite

Key Skills / Attributes / Job Specific Competencies

Communication	<ul style="list-style-type: none"> • Have good written and verbal communication skills, including the ability to change tone with different clients and team members. • Self-review work, including grammar. • Good attention to detail. • Participate in team discussions and trainings, providing personal views.
Problem Solving	<ul style="list-style-type: none"> • Apply knowledge practically. • Maintain an open mind and logical approach to different work situations. • Remain calm in problem solving situations and contribute to solutions logically with determination to achieve a result. • Understand the appropriate point at which to seek assistance.
Organisation	<ul style="list-style-type: none"> • Multitask while remaining professional. • Understand the importance of priorities and can prioritise. • Effectively manage workflow and report to managers as necessary, including if any concerns. • Work under pressure at busy times and going above and beyond at times.
Professionalism	<ul style="list-style-type: none"> • Behave in a professional way in front of clients and business relationships. • Understand the effect behaviours and approach of day-to-day work has on others. • Approachable and listens to other opinions objectively. • Take on feedback constructively.
Teamwork	<ul style="list-style-type: none"> • Create a positive team atmosphere, including team inclusiveness, stimulating involvement, encouraging shared respect, and demonstrate Leech & Partners values. • Present a "can do" attitude.

Acceptance of Job Description

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Approved by:

Employee Name

Job Title

Signature

Date

Approved by:

Name

Job Title

Signature

Date
