SMITH and THOMAS  
FINANCIAL and BUSINESS SERVICES  

POSITION TITLE: Graduate Accountant  
REPORTS TO: Professional Training Supervisor  

ROLE PURPOSE: This position is a training based role. The incumbent will be placed for an initial 12 month period in the taxation section. Subsequent placements will be negotiated depending on performance and interest.

DUTIES (and approximate time allocation)

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<td>1</td>
<td>SME audit participation</td>
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<td>Preparation of draft financial statements</td>
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<td>Client meetings and preparation of reports</td>
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<td>Reconciliations</td>
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<td>5</td>
<td>Research – taxation decisions and policies</td>
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<td>ASIC Compliance tasks</td>
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<td>Prepare FBT draft returns</td>
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SELECTION CRITERIA – EDUCATION:  
Essential:  
- Currently completing second or third year of a Commerce degree with an Accounting major

SELECTION CRITERIA - KNOWLEDGE & SKILLS:  
Essential:  
- Strong analytical and numerical skills  
- Ability to maintain confidentiality in a work environment  
- Demonstrated initiative and attention to detail  
- Demonstrated interpersonal and communication skills including verbal, written and listening skills  
- Strong organisational skills with the ability to manage conflicting priorities in a high pressure environment  
- High level of motivation, enthusiasm and commitment
• Ability to work as a part of a team
• High level of proficiency with Microsoft Office programs particularly Excel and Word

Desirable:
• Ability to use various research techniques
• Knowledge of procedures for audit and reconciliation
• Knowledge of basic accounting systems (eg MYOB)

Note:
• Your application must include a covering letter, resume and separate document addressing how you meet each criteria
• Visit the Careers Service website before writing your application for tips on application writing and preparing for an interview
• For more information about Smith and Thomas Commercial read their company profile