

Intermediate Accountant

My Purpose

To optimise **retention** and **growth** through supporting the creation of **extraordinary customer experience** and delivering **impeccable accounting services**.

My promise to our Customers

I promise to be **impeccable** in our accounting services, our advice and our behaviour.

I promise to work hard to **understand your goals** and how we can help you *create the extraordinary*. I promise to **make it easy** for you to work with us and I will always act in your best interest.

I promise to be the best I can be for you.

How I contribute

As part of the Accounting team, the Intermediate Accountant works collaboratively with the Manager – Operations and the Senior Accountant to deliver our accounting and compliance services. Contributing technical skill, the Intermediate Accountant contributes significantly to the service delivery for our customers, ensuring timely and proficient technical accounting activities.

Deliver

- The Intermediate Accountant is focused on delivering task and job in line with expectations established by the Manager – Operations and the Senior Accountant.
- Delivery is best-in-class, timely, complete and accurate.

Collaborate

- The Intermediate Accountant collaborates predominantly within the Accounting Team, actively supporting service delivery, with an emphasis on compliance activities.

Learn

- The Intermediate Accountant is a critical role in our Qubik team – providing a major step in career development and individual growth. The Intermediate Accountant must leverage opportunities to learn and grow, actively seeking coaching, feedback and challenging work assignments.

What I do

The Intermediate Accountant is responsible for collaborating across the business to achieve budget through delivering impeccable accounting support for the Accounting team.

Accounting and compliance services

- Ensure compliance and tactical accounting activities are completed fully, accurately and on time
- Conduct annual tax planning for Customers under direction and guidance from the Senior Accountant

- Seek guidance and coaching when needed to resolve technical or process complexities
- Preparing, when directed, all manner of compliance and accounting documents, work papers, statements etc.

Workflow Management & Budgets

- Manage own workflow planning and budget, including proactively looking for opportunities to add revenue outside of the individual budget
- Proactively work with stakeholders to manage client invoicing
- Ensure budgets are done on each job before starting the job
- Understand and communicate to manager own monthly and cumulative monthly budget identifying any gaps at the commencement of the month

How I behave

Qubik values

- Fun and Happiness
 - I bring the best version of myself to support, share and engage with my team and customers. I look for the fun in my workday and choose a positive outlook.
- Passion and Drive
 - I believe in Qubik and how we work together to create the extraordinary for our team and our customers and our community. I am hungry to perform and deliver value.
- Energy and Creativity
 - I am energetic and focused.
- Real Relationships
 - I love being part of the Qubik team, and I love collaborating and supporting my colleagues. My Customers are part of my team and I act with integrity and always in the customers' best interest.

My team

Reporting to Manager - Operations, I work collaboratively across the Accounting team to optimise our profitability and the value we deliver our customer.

Key relationships include:

Accountant Team	<ul style="list-style-type: none"> • Collaborate to provide service experience to Customers • Complete key deliverables for Customer; supported and communicated by Specialist
Business Enablement	<ul style="list-style-type: none"> • Continuous improvement input and quality assurance
Manager - Operations	<ul style="list-style-type: none"> • Clarity and direction for service standards and retention effort • Technical Expert • Escalation point as needed
Chief Operating Officer	<ul style="list-style-type: none"> • Coach and leader • Escalation point as needed

How I am measured

The Intermediate Accountant will be measured on

- Fees and budgets
- Service standard compliance
- Technical competency
- Team engagement

My skills and experience

- At least 3+ years extensive accounting experience
- Bachelor's degree or higher in Accounting, Finance or similar
- Superior client management and interpersonal skills
- Superior leadership skills and people management skills
- Excellent verbal and written communication skills with all levels
- Solid technical compliance skills and strong analytical, problem solving, and advisory skills
- Knowledge/experience with XERO and Practice Manager- Workflow Max is desirable

Key Attributes and Competencies

- Values-driven by nature, you can demonstrate the link between values and work output
- Highly organised, with experience managing multiple priorities
- A high level of planning and problem-solving ability. Able to navigate work with ambiguous details.
- Proven leadership capability, with demonstrated team development and capability build
- Strong verbal, written and interpersonal communication skills – you communicate with influence.
- Showing initiative, taking ownership and proactively thinking of solutions to problems
- Growth Mindset