

QUALIFICATIONS:

Accounting:

- Tertiary qualified chartered accountant an advantage
- Looking to complete PCE I.

Information Technology

- Qualifications not essential but an advantage

Other qualifications

- Business studies e.g. e-commerce, law, marketing an advantage

EXPERIENCE:

Accounting:

- Some knowledge and experience of business or chartered accounting an advantage.

Information Technology

- Familiarity with a range of software an advantage
- Practical knowledge of MYOB general ledger system and spreadsheets.

ACCOUNTABILITY AND SCOPE OF WORK:

- Processes data and prepares draft financial statements and returns; prepares other compliance returns e.g. GST, PAYE, FBT, processes client payroll.

OTHER ELEMENTS:

Clients:

- Services clients
- Liaises with clients as required.

INTERMEDIATE

QUALIFICATIONS:

Accounting:

- Tertiary qualified chartered Accountant an advantage
- A.T. (minimum)
- Looking to complete PCE II
- Member of ICANZ, CA College or AT College an advantage

Information Technology

- Qualification not essential but an advantage

Other qualifications

- Business studies e.g. e-commerce, law, marketing an advantage

EXPERIENCE:

Accounting:

- Developing knowledge and experience of business and chartered accountancy (3-5 years)
- Developing experience in compliance, tax advisory, trusts, financial advisory, preparation of payroll, audit and business services projects e.g. business valuations.

Information Technology

- Thorough practical knowledge of MYOB general ledger system, tax return systems and spreadsheets.
- Understanding of other applications e.g. SAGE accounting.

ACCOUNTABILITY AND SCOPE OF WORK:

- Processes data and prepares draft financial statements and tax returns for Trust, Company, Partnership and Sole trader.
- Prepares other compliance returns e.g. GST, PAYE, FBT, processes client payroll.
- Manages own workflow and entire client job.

OTHER ELEMENTS:

Clients:

- Interviews clients
- Services clients
- Liaises with clients as required.

SENIOR ACCOUNTANT

QUALIFICATIONS:

Accounting:

- Tertiary qualified chartered accountant.
- Member of I.C.A.N.Z., C.A. College or AT College
- or qualified by experience

Information Technology

- Qualifications not essential but an advantage

Other qualifications

- Business studies e.g. e-commerce, law, marketing an advantage

EXPERIENCE:

Accounting:

- Knowledge and experience of business and chartered accountancy (5-7 years)
- Experience in accountancy, compliance, and compliance returns, tax advisory and business services e.g. payroll, payroll systems, bureau services is essential (5-7 years)
- Auditing, financial advisory services e.g. cash flow, budgeting, business valuations, forensic accounting, insolvency/liquidations, Trusts an advantage.
- Feasibility studies, immigration and special projects an advantage

Information Technology

- Understanding of business IT systems an advantage
- Thorough practical knowledge of MYOB general ledger system, tax return systems and spreadsheets; other applications e.g. SAGE accounting.
- Experience in It consulting for clients' businesses; with IT audits and IT architecture an advantage

Staff Supervision

- Experience in staff supervision an advantage.

ACCOUNTABILITY AND SCOPE OF WORK:

- Processes data and prepares financial statements and returns
- Special projects for clients
- Reviews accounting work for C & D level clients
- Provides on the job training to junior staff members as required.
- Participates in BBW internal review projects
- Manages own workflow and entire client job.

OTHER ELEMENTS:

Clients:

- Conducts initial client interview
- Liaises with clients
- Identifies opportunities for BBW services
- Services clients

SUPERVISOR

QUALIFICATIONS:

Accounting:

- Tertiary qualified chartered Accountant
- Business/Law/Specialist accounting papers an Advantage
- Member of I.C.A.N.Z., C.A. College or AT College or qualified by experience

Information Technology

- Qualifications not essential but an advantage

Other qualifications

- Business studies e.g. e-commerce, law, marketing an advantage

EXPERIENCE:

Accounting:

- Knowledge and experience of business and chartered accountancy (5-7 years)
- Experience in accountancy, compliance, and compliance returns, tax advisory and business services e.g. payroll, payroll systems, bureau services is essential (5-7 years)
- Auditing, financial advisory services e.g. cashflow, budgeting, business valuations, forensic accounting, insolvency/liquidations, Trusts an advantage.
- Feasibility studies, immigration and special projects an advantage

Information Technology

- Sound understanding of business IT systems
- Thorough practical knowledge of MYOB general ledger system, tax return systems and spreadsheets; other applications e.g. SAGE accounting.
- Experience in It consulting for clients' businesses; with IT audits and IT architecture an advantage

Staff Supervision

- Success in managing, organizing and co-coordinating staff and workflow; in delegating work and monitoring performance.

ACCOUNTABILITY AND SCOPE OF WORK:

- Manages and responsible for levels C and D clients
- Reviews and prepares accounts, tax returns, GST & payroll for sign off
- Supervises members of accounting team from junior/graduate to intermediate
- Reviews accounting work for C and D level clients
- Provides on the job training to junior/graduate, intermediate and senior members of the team
- Participates in BBW internal review projects
- Manages own workflow and entire client job.

OTHER ELEMENTS:

Clients:

- Represents BBW for level C and D clients
- Promotes wider BBW services and identifies opportunities for BBW

Operations:

- Manages workflow planning
- Participates in management of BBW operations

MANAGER

QUALIFICATIONS:

Accounting:

- Tertiary qualified chartered Accountant
- Business/Law/Specialist accounting papers an advantage
- Member of I.C.A.N.Z.
- Specialist areas of knowledge and expertise e.g. tax, trusts an advantage

Information Technology

- Qualification not essential but an advantage

Other qualifications

- Business studies e.g. e-commerce, law, marketing an advantage

EXPERIENCE:

Accounting:

- Knowledge and experience of business (7+ years)
- Experience in accounting, compliance, tax advisory and business services essential (7+ years).
- Experience in auditing, financial advisory services, e.g. cash flow, budgeting, business valuations, forensic accounting, insolvency/liquidations and Trusts essential.
- Feasibility studies, immigration and special projects an advantage

Information Technology

- Sound understanding of business IT systems
- Knowledge of MYOB, tax return system and spreadsheets

Staff Management

- Success in managing, organizing and co-coordinating staff and workflow; in delegating work and monitoring performance; and in addressing non-performance.

Staff Development

- Success in coaching and developing staffs' technical and business skills; and developing their career.

ACCOUNTABILITY AND SCOPE OF WORK:

- Manages and responsible for levels A and B clients
- Reviews and prepares for sign off
- Supervises all members of accounting team with particular responsibility for supervisors and seniors
- Reviews accounting work for A and B level clients
- Provides on the job training to all members of the team with particular responsibility for supervisors and seniors
- Provides specialist services to clients

OTHER ELEMENTS:

Clients:

- Represents BBW for level A and B clients
- Promotes wider BBW services and identifies opportunities for BBW

Operations:

- Manages workflow planning
- Participates in management of BBW operations

CONSULTANT/SPECIALIST

QUALIFICATIONS:

Accounting:

- Tertiary qualified chartered accountant.
- Member of I.C.A.N.Z., C.A. College or AT College or qualified by experience

Information Technology

- Qualifications not essential but an advantage

Other qualifications

- Business studies e.g. e-commerce, law, marketing an advantage

EXPERIENCE:

Accounting:

- Knowledge and experience of business and chartered accountancy (5-7 years)
- Experience in accountancy, compliance, and compliance returns, tax advisory and business services e.g. payroll, payroll systems, bureau services is essential (5-7 years)
- Experience (3-5 years) in auditing, financial advisory services e.g. cash flow, budgeting, business valuations, forensic accounting, insolvency/liquidations; Trusts or IT; feasibility studies, immigration or special projects.
- Evidence of ability to develop a service line.

Information Technology

- Understanding of business IT systems an advantage
- Thorough practical knowledge of MYOB general ledger system, tax return systems and spreadsheets; other applications e.g. SAGE accounting.
- Experience in IT consulting for clients' businesses; with IT audits and IT architecture an advantage

ACCOUNTABILITY AND SCOPE OF WORK:

- Processes data and prepares financial statements and returns
- Consulting services and special projects for clients
- Reviews accounting work for C & D level clients; reviews consulting services and special projects for a range of clients.
- Provides on the job training to junior staff members as required.
- Participates in BBW internal review projects
- Manages own workflow and entire client job.

OTHER ELEMENTS:

Clients:

- Conducts initial client interview
- Represents BBW for range of clients
- Promotes wider BBW services and identifies opportunities for BBW

DIRECTOR

QUALIFICATIONS:

Accounting:

- Tertiary qualified chartered Accountant
- Business/Law/Specialist accounting studies an advantage
- Member of I.C.A.N.Z.
- Working towards Membership of the Institute of Directors
- Specialist areas of knowledge and expertise e.g. tax, trusts, law, an advantage

Information Technology

- Qualification not essential but an advantage

Other qualifications

- Business studies e.g. e-commerce, law, marketing an advantage

EXPERIENCE:

Accounting:

- Knowledge, understanding and experience of all areas of business and of the wider business environment (10+ years).
- Experience in accounting, tax advisory & business services essential (10+ years).
- Auditing, general management (financial, operations, staffing, marketing and IT), financial advisory services, and trusts an advantage
- Special projects

Information Technology

- Sound understanding of and experience with business IT systems
- Knowledge of MYOB, tax return system and spreadsheets

Business Development

- Success in developing, servicing and increasing a client base; in introducing additional services to the practice and in initiating special projects

People Leadership

- Success in managing, coaching and developing staffs' technical and business skills; and developing their career.

Innovation and Learning

- Success in initiating and implementing special projects and innovative business practices.

ACCOUNTABILITY AND SCOPE OF WORK:

- Their accounting team achieves or exceeds its performance targets and practice standards
- Reviews accounting work prepared by managers
- Final review/interview and sign off of compliance work
- Provides specialist services to clients
- Supervises managers
- Provides specialist on-the-job training

OTHER ELEMENTS:

Clients:

- Represents BBW for all clients and within the professional, business and wider communities.
- Promotes wider BBW services and identifies opportunities for BBW.
- Develops a range of effective working relationships based on mutual respect and trust.

Operations:

- Participates in management of BBW operations