

Position Accounts Executive – Jaipur
Reports to Office Manager - Jaipur
Purpose To provide a broad range of accounting services to small and medium sized Australian businesses
Hours Full Time, or at least 30 hours / week part time
Location Jaipur, India.

Key Responsibilities

Accounting Services

- Undertaking various administrative tasks
- Maintaining the general ledger and sub-ledger accounts of clients, and managing processes in relation to:
 - accounts payable
 - accounts receivable
 - bank reconciliations
 - fixed assets
 - inventory
 - payroll
 - sales / Point of Sale reconciliations
- Preparing compliance reports, including Business Activity Statements (to report GST and payroll tax withheld liabilities)
- Managing the record keeping for clients including scanning and otherwise entering and maintaining client records using various electronic and internet based record keeping tools
- Preparing client reports, including:
 - generating reports from accounting systems
 - generating reports from supporting systems that may include systems for:
 - Payroll
 - Inventory and stock management
 - Point of sale
 - Job costing and management
 - Time billing
 - manipulating the format and presentation of reports to better communicate important business information, or meet client specifications
 - analysing and providing commentary on reports to assist users interpretation of them
- Representing and acting on behalf of clients in relation to their:
 - staff
 - customers
 - suppliers
- Reporting and contributing internally to Slate, including
 - Maintaining accurate records of time and activities performed for clients
 - Preparing session notes and reports
 - Utilising Slate’s job, cost and schedule management tool
 - Participating in Slate’s process and practice management and development activities and initiatives

Client Management

- Managing a busy schedule with multiple clients, working with different Slate staff and managers
- Responsively managing queries and requests from your clients, their staff, suppliers and customers
- Ensuring client confidentiality is maintained at all times
- Working within time and cost budgets for client engagements. Escalating time and cost issues to a supervisor when apparent work requirements differ to these.

Key Performance Areas

Technical Competency

- Ability to prepare accurate and reconciled general ledger and sub-ledger accounts, on time
- Ability to provide insightful reporting and analysis
- Strong attention to detail
- Intermediate to advanced Excel, Word and Powerpoint skills
- Advanced skills with accounting software used by Slate Accounts' clients including Xero, MYOB, Quickbooks **OR** Reckon
- Advanced knowledge of accounting practices and processes
- Tech savvy and able to learn new software programs quickly
- Ability to solve problems and provide practical solutions to create value
- A willingness to learn and ability to use initiative

Time and Task Management

- Highly developed organisational skills and a methodical approach to completing work
- Excellent time management skills
- Flexibility and adaptability to changing priorities and work demands
- Ability to work autonomously

Teamwork and practice contribution

- Excellent interpersonal skills, able to build strong relationships (both internally and externally) and quickly establish rapport
- Energetic and enthusiastic with a positive outlook
- A pro active approach to the role
- Contribute to Slate's Knowledge Base and Processes
- Contribute to Slate team and professional development events

Client relationships

- Strong communication skills (both written and verbal)
- Excellent client service skills - ability to provide a professional and responsive service
- Sound understanding of contemporary Australian business practices and culture
- Excellent interpersonal skills, able to build strong relationships (both internally and externally) and quickly establish rapport
- Energetic and enthusiastic with a positive outlook
- Maintaining awareness of the time and cost budgets for client engagements, working within these or seeking appropriate resolutions when this is not possible.

Experience and qualifications	Required or Preferred
<ul style="list-style-type: none"> • Minimum 3 years in a bookkeeping, articleship or accounting role with general ledger responsibility for a variety of businesses • A bachelor's degree in accounting or ability to demonstrate equivalent knowledge gained through experience or other training • Intermediate to advanced Excel skills • You have a detailed knowledge of a leading accounting package comparable to international packages such as Sage, Quickbooks, Xero, Microsoft Dynamics GP, SAP BusinessOne, Sage 300/X3 or NetSuite. 	Required

Experience and qualifications	Required or Preferred
<ul style="list-style-type: none">• Some study or educational experience outside India• Experience servicing international clients in a BPO, accounting or bookkeeping services firm• Experience with an accounting or bookkeeping firm, or as a sole trader, providing services to range of clients as an external bookkeeper or accountant	Preferred

Relationships
<p>The role reports to the Office Manager, Jaipur.</p> <p>In performing client work the role will report to:</p> <ul style="list-style-type: none">• the Supervisor of that client• in some cases, clients.