



WRIGHTS

AUDIT MANAGER JOB DESCRIPTION

JOB TITLE: Audit Manager

JOB TYPE: Full-time

LOCATION: 59 Smith Street, Kempsey NSW 2440

SUPERVISOR: Audit Partner

THE POSITION:

Wrights are seeking an experienced Audit Manager, willing to relocate or remain living on the Mid North Coast long-term, to ultimately take advantage of the career and partnership opportunities available.

KEY RESPONSIBILITIES:

- Directly liaise and service clients to extremely high standard.
- Understand and implement relevant audit and accounting standards and tasks as required.
- Fully conduct client audits
- Full preparation of year-end financial reports in accordance with relevant audit and accounting standards
- Preparation of clients Business Activity Statements in accordance with relevant legislation
- Preparation of various entities income tax returns in accordance with relevant legislation
- Ability to operate a variety of accounting systems

SKILLS & EXPERIENCE:

Qualifications:

- Bachelor's Degree in Accounting
- CA or CPA status
- Open Driver's License

Experience:

- 5+ years in an audit team or similar

Performance Goals:

- Good leadership qualities, the ability to supervise team, train others and delegate.
- Excellent written and verbal communication skills.
- Proactively meet clients' best interests.
- Ability to research and solve technical problems.
- Attention to detail.



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JOB TASKS:

Client
<ul style="list-style-type: none">- Conduct client meetings- Request and follow up client queries- Analyse and offer solutions to client issues
Audit
<ul style="list-style-type: none">- Understand and implement relevant audit and accounting standards- Fully conduct client audits with a view for the audit partner to express an opinion on the accounts- Directly liaise with clients- Supervise audit team- Work proactively and independently- Implement and complete audit work papers and procedures- Understand and be able to calculate materiality- Understand and be able to assess internal controls- Preparation of cash flow statement- Conduct ratio and financial analysis
Financial Reports
<ul style="list-style-type: none">- Full preparation of year-end financial reports in accordance with relevant audit and accounting standards- Preparation of trust distribution minutes / resolution- Preparation of dividend declaration minutes
GST
<ul style="list-style-type: none">- Coding and entering of bank and cash transactions- Preparation of clients Business Activity Statements in accordance with relevant legislation- Calculation of fuel tax credits- Calculation of PAYGI- Reconciliation of client wages and PAYGW to BAS- Reconciliation of BAS to general ledger- Preparation of annual Business Activity Statement reconciliation
Income Tax
<ul style="list-style-type: none">- Preparation of various entities income tax returns in accordance with relevant legislation- Application of individual deduction limits and ability to claim deductions- Calculation of capital gains and losses and the relevant discounts that can be applied- Preparation of rental property schedules- Preparation tax reconciliation between income tax return and trial balance- Completion of company franking account schedule- Ability to consider tax planning strategies- Knowledge of ATO record keeping requirements



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General and Administration

- Ability to travel overnight as needed
- Ability to operate a variety of accounting systems
- Ability to communicate verbally and in writing with clients and staff
- Understanding of payroll tax, land tax and workers compensation
- Ability to research information
- Ability to manage time efficiently
- Ability to review work completed by bookkeepers and administration staff
- Timely and accurate completion of individual time sheets
- Completion of job specific work papers in a timely and accurate manner
- Maintenance of client files, including notes on all client correspondence and filing of work papers
- Scanning and filing of electronic files

For any questions, please email careers@wrightsca.com.au.