

POSITION DESCRIPTION

KING & WOOD
MALLESONS
金杜律师事务所

Position Title:	Senior Financial Accountant
Manager / Supervisor:	Group Financial Controller
Shared Services Team:	Finance
Centre:	Sydney

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Working. Respect. Together

King & Wood Mallesons is committed to creating an inclusive, fair and respectful culture. We require all partners and staff to contribute to a safe working environment which is free from unlawful discrimination and/or harassment. We also require partners and staff to maintain a professional standard of dress, appearance and behaviour during work and at work related functions.

We acknowledge, understand, accept and value differences among all our people. This may relate to age, marital status, ethnicity, carer's status, gender, physical and mental disability, sexual orientation, gender identity, gender expression, spiritual practice or religious belief, for example.

We recognise the importance of reconciliation with Aboriginal and Torres Strait Islander peoples and pay our respects to them as the traditional owners of country.

Position summary

The Senior Financial Accountant position is responsible for the month-end close and day-to-day running of financial accounting and tax functions including reconciliations and reporting for the Australian Partnership and Service Trust. The position also acts as the finance contact for staff salary packaging and well as being the liaison officer for inter-office transactions.

Your key responsibilities

- Management of the month-end accounting process including review and reconciliations.
- Preparation of monthly/half-yearly/year-end financial reports for the Australian centres and preparation of worldwide aggregated (consolidation) financial statements and group statutory financial statements and assisting with the year-end audit process.
- Preparation/review of payroll tax and workers' compensation returns and group tax returns so that they comply with statutory regulations and are delivered and submitted on time.
- Preparation of audit files for worker's compensation and payroll tax.
- Supervision and review of the firm's FBT function including monthly review, FBT year-end reporting & lodgement and acting as the liaison officer for staff salary packaging.

- Review of the monthly BAS preparation and ensure timely submission.
- Liaising with Hong Kong, Singapore and PRC offices to ensure inter-office accounts are reconciled monthly.
- Review the monthly management accounts/trial balance for the Singapore office.
- Maintenance of the fixed asset register and staff business expense accounts (BE).
- Review and authorise IT invoices through Pulse.
- Assist with management/queries from other members of the finance team, specifically payroll, AP and both the Graduate and Assistant Accountant. Mentoring of the Graduate Accountant.
- Act as the back-up to the Group Financial Controller.
- Participate in Ad Hoc requests, projects and continued process improvement.

Your key relationships

- Broader finance team.
- Partners, Shared Services managers and staff.
- External clients – salary packaging provider, Government offices such as OSR, ATO, ABS.
- External auditors and tax advisors.

Capabilities

Our Capability Framework is a key tool to help drive business results and achieve our vision of leading the way in creating value, centred on what our clients need.

To succeed in this position the following capabilities are to be achieved:

People: Respectful and supportive interactions that lead to firm high performance | Building effective teams by empowering and coaching people | Leading through collaboration and accountability

Clients: Consistently delivering superior client service | Becoming a trusted advisor through deep understanding of the client | Building strong and enduring client relationships | Adapting flexibly to a changing environment to meet client needs

Firm: Application of technical knowledge to advance the client's commercial objectives | Development of legal and industry/sector expertise | Building your professional reputation | Achieving financial and cost targets | Commitment to continuous improvement through innovation | Applying business acumen in pursuit of opportunities for the firm and clients | Effective workload and project management

Financial: Applying business acumen in delivery of service to clients | Achieving business, project and budget goals | Commitment to continuous improvement through innovation

Qualifications

Essential

- CA or CPA qualification.
- Sound knowledge of accounting standards and practice.

- Sound knowledge of Australian tax (including GST, FBT and income tax).
- Proven track record of achievements.

Desirable

- Prior experience in a professional services firm (but not essential).
- Audit experience with either Big 4 or mid-tier audit firm.

Skills and attributes

- Strong organisational and time management skills
- Strong analytical and problem solving skills
- Strong service orientation
- Excellent written and oral communication skills, including grammar, spelling and punctuation
- Ability to work independently, take initiative, set priorities and see project through completion
- Ability to meet tight deadlines and respond to changing priorities
- Ability to delegate and supervise and train staff
- Attention to detail and ability to perform tasks with a high degree of accuracy
- Strong commitment to professional excellence and growth
- Ability to establish effective working relationships within the department, office and firm

Our vision & values

Our global vision

'To create a unified top tier global law firm headquartered in Asia'.

Across our global firm we have **values** that guide us and that we aspire to live up to

Client centric

Dynamic and entrepreneurial

One team. One firm

Excellence and innovation

Stewardship

Global perspective

.....these are the same whichever part of the firm you work in, in all countries.

As King & Wood Mallesons evolves to meet changing strategic and operational needs and objectives, so will the roles required of its staff. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. It provides an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant partner/ manager as part of KWM's performance evaluation, development and progression processes.