



Profiles for the positions of Senior Accountant at Sheltons Accountants (Sydney, Barangaroo)

Sheltons Australia – Accountants & Business Advisers to globally expanding businesses doing business in Australia

We offer a rare opportunity to grow and develop, with rapid advancement, working within a small team looking after globally operating clients, based in modern CBD offices.

This role really suit individuals who yearn to be regularly challenged and work in a globally centric environment

See also 'Appendix – what we offer'

Positions

- Senior Accountant
- Extremely competitive salary, above current market rates

When and where

- Commencement – ASAP
- Sydney CBD

Role

- Preparation and review of company tax returns, BAS, GST and FBT returns
- Managing a portfolio of clients and liaising with them on a regular basis
- Management of clients' direct and indirect tax compliance requirements in Australia including FBT, GST, company tax returns, payroll related compliance and PAYG withholding
- Assisting with any additional tasks and projects as required.

Professional characteristics

- Essential
 - Have or working towards an Australian CA, CPA or similar qualification
 - Recent experience with an Australian accounting firm (minimum 3 years)
 - Excellent written and spoken English

- Accountants & Advisers to internationally operating businesses
- Local & International Tax Advisers
- International Tax Training (Sheltons-SITTI)
- International Expat Relocation
- Sheltons (AU) Pty Ltd ABN 51 60 68 25 718

- Excellent relevant IT skills
- Proven skills in client management
- An advantage if:
 - speak another major language
 - have a good knowledge of Australian direct and indirect tax including GST
 - have a good knowledge of cross border tax issues
 - have proven skills in client management
 - have international client exposure

Personal characteristics

- Self-directed, organised and process driven
- Analytical, empathic and enjoys collaborating
- Mature interpersonal skills and life long learner

What we offer

- An exciting position with an intimate, dynamic, globally orientated firm
- Clear opportunities for diverse experiences including taking a strong leadership role
- An opportunity to significantly develop your professional skills and network
- Close interaction with colleagues in offices abroad

About Sheltons Accountants (Australia) and Sheltons Group

Sheltons Accountants (Australia) is part of Sheltons Group. We currently specialise in working with foreign businesses coming into Australia, mostly from Western European countries and North America, but will soon commence assisting Australian-based businesses investing abroad. We cover a wide range of areas for our niche target group.

Sheltons Group is an accounting and business advisory firm but is very strong in the area of international tax consulting; we also run courses around the world on international tax for tax advisers and in-house tax staff of MNCs.

Sheltons Group is completely independent - with no formal links to any network of accounting, legal or other firms. We have offices in Sydney, Copenhagen (since 1995), Malta and London – and soon Milan, New York and in other countries.

Contact and applications

If this role sounds like you, please submit your cover letter and CV to:

SheltonsAU@SheltonsGroup.com

Detailed CVs and are very welcome; we also like to hear about your interests and hobbies and your non-work achievements.

Please see the Appendix for further details of what we offer.

What we offer
the candidates for the positions of
Senior Accountant
at
Sheltons Accountants
(Sydney, Barangaroo)

- Close interaction with our clients from many countries
 - Sheltons Accountants works exclusively with globally operating businesses
 - These are SMEs (and sometimes larger) from many countries, in particular from North America (especially the US) and Western Europe (especially the UK and Germany)
 - All clients in our Sydney office plan to or are already doing business in or with Australia, and range from those with substantial operating subsidiaries in Australia to those merely exporting, or with just a single employee in Australia
 - Our clients operate in a wide range of business sectors, including retail, road construction, energy, telecommunications, research, and a variety of IT areas, just to mention some

- Variety of work
 - With the wide range of clients and varied tasks, no two days are the same
 - After a settling in period you would, with the assistance of internal and external resources, be responsible for looking after a variety of already content clients
 - You would build a relationship with your own portfolio of clients
 - You would become the point of contact for your clients within Sheltons
 - Providing advice on accounting, tax and other matters, and assistance on 'unexpected' requests from clients, would be part of your daily work
 - Preparation of GST returns and ensuring that the annual company tax compliance requirements are met would be a regular part of your job
 - You would assist clients and their staff on matters relating to doing business in Australia

- Clear opportunities for rapid advancement
 - Sheltons is a growing firm, with new clients and enquiries coming in every day
 - We plan to open offices in several larger countries in the near future
 - You would have the opportunity to grow rapidly with the firm
 - We would hope that you would eventually be in the position to have new staff working for you and to head up a team
 - Your portfolio of clients would gradually grow
 - You would have the opportunity of working in one of our offices abroad

- An opportunity to significantly develop – and to develop many skills
 - You would not only be able to cultivate your current skills but we would assist you in developing new skills
 - We would actively assist in your development – not only with your technical skills (accounting, tax, law, etc) but with your managerial skills, IT skills, etc

- We are always very keen to assist our colleagues with external training
 - We conduct international tax training courses all over the world, some of which you would be welcome to attend
 - We are very strong in international tax and if interested we can assist you in developing knowledge in this area
- A very international environment including some international travel
 - You would work on internationally operating clients, with extensive contact with the client's head office abroad and with the client's foreign advisers
 - You would regularly work with your colleagues in our other offices
 - With offices in London, Copenhagen and Malta, and new offices to come, there is the opportunity in due course to work at these offices for periods of time as well as to visit clients from around the world
 - We expect to open at least 3-4 new offices in other countries in the next 2-3 years
- Close interaction with colleagues in offices abroad
 - Sheltons is a small but growing firm with a very professional but friendly working environment
 - We all work as a team and assist our colleagues when required on a daily basis
 - Not only does the local office work as a team but the group works as a team and when required people from one office assist other offices in other countries.
- An influential position in a friendly team
 - We would encourage you to progress to a senior managerial level
 - As you develop we would expect you to have a growing influence on client-related matters
 - You would join a well-functioning and pleasant team of colleagues - and you would be expected to make every effort to maintain that status
- A work location in modern offices in a central location
 - Central. Our Sydney office is located very centrally in the new Barangaroo Precinct - just a few minutes from Circular Quay, Wynyard Station and Martin Place Station: Level 24, Three International Towers, 300 Barangaroo Avenue, Sydney NSW 2000.
 - Comfortable. We offer a very comfortable work environment in modern premises
 - Lunch. Each Friday Sheltons cover lunch for all employees, the idea to get out of the office and eat together.