



## **Profiles for the positions of Intermediate 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 suits individuals who yearn to be regularly challenged and work in a globally oriented environment**

See also 'Appendix – what we offer'

### **Positions**

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

### **When and where**

- Commencement – ASAP
- Sydney CBD

### **Role**

- Preparation of company tax returns, BAS, GST and FBT returns
- Preparation of monthly payroll related tasks including payroll tax and workers compensation.
- Assisting the account manager with coordinating client obligations
- Assisting with 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 2 years)
  - Excellent written and spoken English
  - Excellent relevant IT skills

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

- 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 international client exposure

### **Personal characteristics**

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

### **What we offer**

- An exciting position with a close-knit, dynamic, globally orientated firm
- Clear opportunities for diverse experiences
- 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.

Through our solicitors with our sister company, Sheltons Legal, we provide Australian legal services to these clients as well.

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](mailto: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**  
**Intermediate 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
  - With senior colleagues you would assist clients and their staff on matters relating to doing business in Australia
  - Preparation of BASs and IASs and ensuring that the annual company tax compliance requirements are met would be a regular part of your job, as would payroll administration, payroll tax, FBT, workers compensation and various other areas
- 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 manage your own client portfolio
  - 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
  - You would work on internationally operating clients, eventually with contact with the client's head office abroad
  - You would regularly work not only with experienced senior Australian colleagues but also with your colleagues in our other offices
  - With offices in London, Copenhagen and Malta, and new offices to come (Milan is next), there is the opportunity in due course to work at these offices for periods of time
  - 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 and improve your technical skills
  - 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.