



**Profiles for the position of  
Senior Accountant / Business Services Manager  
at Sheltons Accountants  
(Sydney, Barangaroo)**

Sheltons Australia – Accountants & Business Advisers to internationally 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 internationally operating clients, based in modern CBD offices.**

**This role really suits individuals who yearn to be regularly challenged and work in an internationally centric environment**

See also 'Appendix – what we offer'

**Position**

- Senior Accountant / Business Services Manager
- Extremely competitive salary, above current market rates

**When and where**

- Commencement – ASAP
- Sydney CBD

**Role**

- Managing a specific portfolio of clients
- Handling the more complex or important issues (with senior colleagues) on all clients
- Significant client responsibility and interaction
- Providing ad hoc client consultancy and advisory matters
- Using the support of your colleagues you would be responsible for
  - Assisting with a wide variety of client-related tasks and projects
  - Preparation and review of company tax returns, BAS, GST and FBT returns
  - Clients' direct and indirect tax compliance requirements in Australia including BASs / IASs, as well as FBT, company tax returns, payroll related compliance and PAYG withholding

## Professional characteristics

- Essential:
  - Have an Australian CA, CPA or similar qualification
  - Recent experience with an Australian accounting firm (minimum four years)
  - Relevant experience in Australia of at least six years
  - Native or near native English
  - Excellent relevant IT skills
  - Proven skills in client management and staff supervision
  
- An advantage if you:
  - 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 life-long learner
- Ambitious, energetic, healthy

## What we offer

- An exciting position with an intimate, dynamic, internationally 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 overseas-based head offices and with colleagues in offices abroad
- The possibility of a secondment to an office overseas

## About Sheltons Accountants (Australia) and Sheltons Group

Sheltons Accountants (Australia) is part of Sheltons Group, an owner-managed firm with offices in six countries. We currently specialise in working with foreign businesses coming into Australia, mostly from Western European countries and North America, but we have just commenced assisting Australian-based businesses investing abroad. We cover a wide range of areas for our niche target group.

Included as a 100% member of Sheltons Group is Sheltons Group Legal, a fledgling Australian law firm (with the staff located in our London office).

Sheltons Group is primarily 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.

We have offices in Sydney, Singapore, Copenhagen (since 1995), Malta, London and Milan.

## 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 position of** **Senior Accountant / Business Services Manager** **at Sheltons Accountants** **(Sydney, Barangaroo)**

- Close interaction with our clients from many countries
  - Sheltons Accountants works exclusively with internationally 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).
  - Most 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.
  - We are gradually making inroads into the area of helping Australia-based clients operating overseas.
  
- 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
  - Providing advice on accounting, tax and other matters, and assistance on 'unexpected' requests from clients, would be part of your daily work
  - 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

- 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, Malta, Milan and Singapore, 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 2-3 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.