



Profiles for the positions of
■ **Senior Business Services Manager and**
■ **Tax Manager**
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 business services managers and tax managers or aspiring managers who yearn to be regularly challenged and work in a globally centric environment.

See also 'Appendix – what we offer'

Positions – This job profile covers two separate positions

- Senior Business Services Manager and Tax Manager – Manager to Senior Manager
- Extremely competitive salary, above current market rates

When and where

- Commencement – ASAP
- Sydney CBD

Role

Common to both roles

- Primarily to manage a portfolio of overseas-based clients –mainly SME businesses with head offices in Western Europe and the United States
- Coaching, mentoring and supervision of junior staff members
- Developing and building strong relationships with clients, and relevant government bodies
- Business development – including especially following up on leads and preparing fee proposals
- Act as director and public officer for certain companies (Australian subsidiaries)

Specific to the Senior Business Services role

- The business services manager will take over the running of the office, including managing the team in the Sydney office.
- Working with the tax manager and overseas colleagues advising clients on business and tax issues.
- Management of clients' direct and indirect tax compliance requirements in Australia including FBT, GST, company tax returns, payroll related compliance and PAYG withholding.
- Managing client's corporate compliance requirements including establishing subsidiaries, branches, maintenance of company secretarial records and ASIC lodgements.
- Generally liaising with clients on more complex issues.

Specific to the Tax Manager role

- The tax manager will be second in charge of the office.
- Advising clients on cross border tax issues including advising on establishment of optimal structure, attribution of income, CFC's, permanent establishment, residency, withholding tax, transfer pricing, GST and interpretation and application of tax treaties.
- Supporting colleagues and client's with advice on FBT, GST, company tax returns, payroll related matters and PAYG withholding.

Professional characteristics

- Essential

Common to both roles

- Have an Australian CA, CPA or similar qualification.
- Significant recent experience with an Australian accounting firm (minimum five years).
- Native or near native English speaker.
- Excellent relevant IT skills.
- Proven skills in client management.
- Are able to travel internationally, for up to four weeks at a time.

Specific to the Senior Business Services role

- Have used Xero, MYOB or QuickBooks.
- Have had experience in a broad range of Australian tax, accounting and legal matters.

Specific to the Tax Manager role

- Have had at least five years Australian tax advisory experience.
- Have had at least three years' experience with Australian international tax issues.
- Must be an Australian registered tax agent.

- 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 company secretarial experience
- have proven skills in staff and client management
- 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 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.
- A very international environment including some overseas travel meeting clients, government organisations and other sources of new clients.
- Close interaction with colleagues in offices abroad.
- Daily interaction with the overseas head office of our clients.

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, London, Milan and Singapore.

Contact and applications

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

SheltonsUK@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 Business Services Manager and**
■ **Tax Manager**
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, legal and other matters, and assistance on 'unexpected' requests from clients, would be part of your daily work.
 - You would be responsible for diverse accounting matters, from bookkeeping to year-end compliance.
 - 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 with the incorporation and winding up of Australian entities.
 - Your role would include dealing with the preparation of documentation for board meetings, general meetings and all aspects of keeping the company in good order.
 - You would assist clients and their staff with tax advice – covering not only Australian but also develop your skills in international tax aspects.

- 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.
 - We would assist you in generating new opportunities and new clients.
 - 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, Malta, Milan, 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 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 and eventually to partner.
 - As you develop we would expect you to have a growing influence on client-related matters and on the managerial aspects of the office.
 - 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.