



## **Profile for the position of Senior Business Services Manager / Director 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 advancement to Principal and Partner, working within a small but growing team looking after internationally operating clients, based in modern CBD offices.**

This role really suits senior business services managers (or senior tax managers) who yearn to be regularly challenged and work in a internationally centric environment.

See also 'Appendix – what we offer'

### **Positions**

- Senior Business Services Manager
- Extremely competitive salary
- Excellent package, plus bonus entitlement

### **When and where**

- Commencement – ASAP
- Sydney CBD

### **Role**

- Take over the running of the Sheltons Australia (Sheltons Accountants and Sheltons Legal), and the fledgling Sheltons Singapore and Sheltons New Zealand
- (Currently 8-9 staff but growing)
- To manage the Australian operations (usually subsidiaries) of a portfolio of overseas-based clients – mainly SMEs with head offices in Western Europe (especially the UK), the United States & Canada
- Coaching, mentoring and supervision of staff members
- Recruitment
- Developing and building strong relationships with clients, and relevant government bodies and third parties
- Business development – including especially preparing fee proposals following up on leads and
- Act as director and public officer for certain companies (mainly Australian subsidiaries)

- 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

- Working with colleagues, in the office and overseas, advising clients on business and tax issues
- Overall management of 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
- Overall management of 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

### **Professional characteristics**

- Essential:
  - Be an Australian Chartered Accountant (member of CAANZ)
  - Have at least 10 years relevant professional experience, including at least five years recent experience with an Australian accounting firm
  - Native level English speaker
  - Excellent relevant IT skills
  - Proven skills in client and staff management
  - Are able to travel internationally
  - Have used Xero
  - Have had experience in a broad range of Australian accounting, tax, legal and business matters
  - Have a good network of professionals and others of relevance in Australia
- An advantage if you:
  - speak another major language
  - have a very good knowledge of Australian direct and indirect tax including GST
  - have a good knowledge of cross border tax issues
  - have international client exposure
  - are familiar with business aspects of the US and the UK
  - have experience in advising Australian-based clients on their overseas expansion

### **Personal characteristics**

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

### **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.
- A very international environment including some overseas travel visiting our other offices, meeting clients and potential 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, an owner-managed firm with offices in five 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 a 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:

Ned Shelton at [N.Shelton@SheltonsGroup.com](mailto:N.Shelton@SheltonsGroup.com)  
cc Lucy Beard at [L.Beard@SheltonsGroup.com](mailto:L.Beard@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 candidate for the position of** **Senior Business Services Manager / Director** **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.
  
- Clear opportunities for rapid advancement
  - Sheltons is a growing firm, with new clients and enquiries coming in every day.
  - We plan to open more offices in larger countries in the near future.
  - You would have the opportunity to grow rapidly with the firm.
  - 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 often with the client's foreign advisers.
  - You would regularly work with your colleagues in our other offices.
  - With offices in London, Singapore, Copenhagen and Malta, and new offices to come, there is the opportunity in due course to work at some of these offices for short stints 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 Principal and Partner.
- As you settle in, 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.