



## **Profile for the position of Business Services Heavy Intermediate 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, 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**

- Intermediate Accountant / Business Services Intermediate
- Very competitive salary

### **When and where**

- Commencement – ASAP
- Sydney CBD

### **Role**

- Assisting with the more complex or important issues (with senior colleagues) on all clients – all being internationally operating
- Client responsibility
- Interaction with overseas parent companies of Australia subsidiaries
- Assisting with ad hoc client consultancy and advisory matters
- Your role as a team member would include
  - Assisting with various client-related tasks and projects
  - Preparation of company tax returns (including IDSs), BAS, IAS, GST and FBT returns
  - Assisting with clients' direct and indirect tax compliance requirements in Australia including FBT, GST, company tax returns, payroll related administration and compliance and PAYG withholding
  - Liaising with ASIC and the ATO

- 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

- Potentially: some involvement with tax matters for expats / individuals with international issues

## Professional characteristics

- Essential:
  - Have, or are working towards, an Australian CA or CPA qualification
  - Recent experience with an Australian accounting firm (minimum 3 years)
  - Excellent written and spoken English
  - Excellent relevant IT skills
- An advantage if you:
  - are familiar with Xero
  - have worked with overseas-based clients setting up in Australia
  - have worked with Australian-based clients operating overseas
  - speak another major language
  - have a good knowledge of Australian direct and indirect tax including GST
  - have worked with tax compliance or advice for individuals with international issues

## Personal characteristics

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

## What we offer

- Assistance with your studies
- An exciting position with an intimate, dynamic, internationally orientated firm
- Clear opportunities for diverse experiences
- An opportunity to significantly develop your professional skills and network
- Interaction with overseas-based head offices and with colleagues in offices abroad
- The possibility of a secondment to an office overseas
- Comfortable Sydney CBD offices

## About Sheltons Accountants Australia and Sheltons Group

Sheltons Australia comprises Sheltons Accountants Australia and Sheltons Group Legal. Both are 100% members 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 Legal is a fully regulated Australian law firm. Our Australian solicitors are based on our London office for the benefit of clients based in the UK and similar time zones.

Sheltons Group is an independent firm but is part of the ETL Global network (<https://www.etl-global.com/>). We have offices in Sydney, Copenhagen (since 1995), Malta, London and Singapore, and soon New York and in other countries.

## Contact and applications

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

Ned Shelton [N.Shelton@SheltonsGroup.com](mailto:N.Shelton@SheltonsGroup.com)

Cc Lucy Beard [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 candidates for the position of Business Services Intermediate 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)
  - All clients in our Sydney office plan to do 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, fintech 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 play an important role as part of a small team looking after a variety of already content clients
  - Your daily work would include providing assistance with accounting, tax, payroll and other matters, and assisting with ad hoc requests from clients,
  - Your daily work would include preparation of BASs/IASs and FBR returns, all aspects of payroll administration and payroll tax compliance and working with colleagues to ensure that the annual company tax compliance requirements are met
  - You would generally be involved with your colleagues in assisting clients and their staff on matters relating to doing business in Australia
- Clear opportunities for rapid advancement
  - Sheltons is a growing firm, with a regular stream of enquiries and new clients
  - We plan to open offices in other 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, payroll, 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 might be eligible 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, where our contact is 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 our offices in London, Copenhagen, Malta and Singapore, and new offices to come, there is the opportunity in due course to work at these offices for periods of time

■ 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 more senior levels
- 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 in the 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 being to get out of the office and eat together.