



## **Profile for the position of 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**

- Business Services Manager
- Extremely competitive salary

### **When and where**

- Commencement – ASAP
- Sydney CBD

### **Role**

- Leading and managing staff
- Managing a specific portfolio of clients
- Developing and nurturing client relationships
- Significant client responsibility and interaction
- Providing, and assisting in providing, ad hoc client consultancy and advisory matters
- Some preparation but mainly review of company tax returns, BAS/IAS, GST and FBT returns
- Payroll administration
- Management of clients' direct and indirect tax compliance requirements in Australia including FBT, GST, company tax returns, payroll related administration and compliance and PAYG withholding
- Involvement in tax advice including international tax and matters involving double tax treaties

- 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

- Assisting with any various client-related tasks and projects

### **Professional characteristics**

- Especially suited to an ambitious Supervisor aspiring to make the jump to Manager
- Essential:
  - Have an Australian CA qualification
  - Recent experience with an Australian accounting firm (minimum 5 years)
  - A total of at least 7 years relevant experience in Australia
  - Excellent written and spoken English
  - Excellent relevant IT skills
  - Familiarity with Xero and other accounting systems
  - Proven skills in client management and staff supervision
  - Ability to gain the confidence of executives and finance staff based in the UK, Western Europe and North America
- An advantage if you:
  - 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 a good knowledge of cross border tax issues

### **Personal characteristics**

- Ambitious
- Self-directed, organised and process driven
- Analytical, empathic and enjoys collaborating
- Mature interpersonal skills and life-long learner
- A popular team member

### **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
- An exciting position with an intimate, dynamic, internationally orientated firm
- Interaction with overseas-based clients and with colleagues in offices abroad, especially London, Singapore and Copenhagen (Denmark)
- The possibility of a secondment to our London office
- 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, the new Metro line, 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.

### **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 with a growing number of Australian-based businesses investing abroad. We cover a wide range of areas for our niche target group.

Sheltons Group is a well established accounting and business advisory firm. We are 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.

Included in Sheltons Group is Sheltons Group Legal, 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 positions of**  
**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)
  - 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, 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
  - Your daily work would include providing advice on accounting, tax, payroll and other matters, and assisting with ad hoc requests from clients,
  - Preparation or reviewing of BASs/IASs and ensuring that the annual company tax compliance requirements are met would be a regular part of your job
  - You would generally 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 continuously
  - 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 you would show you skills as a leader
  - 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, 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 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 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
- 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, the new Metro line, 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.