



## Work Placement Position

# Panorama Business & Financial Junior Accountant

We work with good people to help them understand and achieve their business, personal and financial goals.

Our focus is to provide high quality advice on the back of high-quality data analysis. At Panorama Business and Financial, we are passionate about what we do, and hope our clients and community can benefit from this passion. We value integrity, innovation, transparency and resilience.

To find out more, visit: [pbandf.com.au](http://pbandf.com.au)

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<b>Subject:</b>	<b>Session 1 (30):</b> ACC275 (100hrs) <b>Session 2 (60):</b> ACC275, BUS223 (35hrs), BUS370 (120hrs) ITC396 (105 hours)
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<b>Specialisation:</b>	Accounting
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<b>Location:</b>	Panorama Business & Financial - 127 Keppel St, Bathurst.
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We welcome all applications and are looking forward to mentoring the right candidate through their placement and assisting with the advancement of both technical and soft skills throughout.

Below is an extensive list of what we expect when recruiting a junior accountant, this may help when completing your placement applications:

### Further information:

- Regular contact with clients, utilising the most appropriate medium, to ensure engagement with them. This will enable us to be their first point of contact in any financial decisions.
  - Proactive management of all compliance services to ensure internal and external parties are meeting their obligations to ensure timely preparation.
  - Proactive management of all business service engagements to ensure delivery of high-quality advice and resources.
  - Regular positive interactions in internal meetings, helping to drive continuous improvement of internal processes, mentoring team members and promoting the values of the firm.
  - Wherever possible seek to engage new clients who fit with the firm culture, and new services to existing clients. This helps achieve the objective of growth and longevity for the firm.
  - Demonstration of flexibility and adaptability in approach.
  - Commitment to personal growth, actively seeking feedback on soft skills as well as technical skills.
  - Completion of work in accordance with Client Service Standards including delivery dates.
  - Understand and support the vision and strategic direction of the firm.
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- Demonstration of innovative thinking.
  - Demonstrates a level of vulnerability and flexibility.
  - Preparation of simple Salary and Wage Tax Returns.
  - Preparation of Financial Statements and Income Tax Returns for small Companies, Trusts, Sole Traders and Partnerships.
  - Preparation of simple Instalment and Business Activity Statements.
  - Ability to complete basic CGT calculations in relation to Sale of Investment Assets.
  - Preparation of Journals.
  - Post depreciation and maintain depreciation/asset schedules.
  - Confirmation of opening balances.
  - Reconciliation of bank accounts as well as other key balance sheet items including debtors, creditors, bank loans, finance contracts, BAS obligations and superannuation guarantee.
  - Preparation and cross referencing of workpapers to Trial Balance for review.
  - Obtain Xero certification and ability to create and use a Xero data file.
  - Negotiation of simple ATO payment arrangements.
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**How to apply:**

Email cover letter, résumé and academic transcript to [admin@pbandf.com.au](mailto:admin@pbandf.com.au) or call 02 6358 0915 for further information.

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**Closing date:**

[Closing Date](#)

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