

## Private Graduate Job Description



### What qualification will you need?

- Commerce (or commerce conjoint) degree with accounting/tax major



### What skills do you need?

- Exceptional communication and interpersonal skills
- Interested in the details of your clients' business
- Excellent numerical ability
- Driven and highly committed
- Ability to manipulate data using excel
- Flexible and resilient



### What kind of clients will I work with?

- Small to medium sized businesses (SMEs)
- High net worth individuals
- Start-ups including recent Fast 50 winners
- Fast growing businesses looking to expand overseas
- Hospitality clients nationwide
- Large private companies
- Professional sport players
- Not-for profit

### Did you know?

- You'll work directly with highly successful entrepreneurs and business owners
- We have a great team atmosphere both at work and in fun team events
- We grow with our clients as we help them achieve business success
- We have a number of diverse teams with Private including teams focused on Māori business and China Services
- Consultants get exceptional training in their first few years
- Within 12 months of starting you can be given the opportunity to coach interns



## What will you be doing?

- Analysis and preparation of management accounts and annual financial statements
- Tax compliance including income tax and GST
- Providing strategic accounting and business planning to SMEs
- Assisting businesses with improving cash flow and helping businesses maximise their financial management platforms
- Building an understanding of client's business and their systems and processes
- Preparation of client correspondence including letters, emails and memos



## What about technology?

- Technology is playing a pivotal role in Private and the Cloud (e.g. Xero) has dramatically changed our role. It has increased efficiency and is changing our role from a once a year compliance activity to genuine business advisors with multiple touch points with clients throughout the year
- We incorporate innovative technologies to deliver valuable insights to clients and their business
- We expect this pace of change to keep accelerating which mean IT and technology skills are highly valued
- Basic data skills in particular Excel is now a big advantage

## Where can I work?

