

ACCOUNTANT

[Tax & Business Advisory]

FULL TIME / PART TIME (NEGOTIABLE)

Join our Team

Location : Roma, Queensland 4455

Reports to : Kerri-Leigh Beck, Director - Roma Taxation Services

About Roma Taxation Services

Roma Taxation Services is a locally owned public practice accounting firm supporting small businesses, primary producers, and individuals across Roma and regional Queensland. We focus on practical advice, strong relationships, and straightforward communication.

Our clients rely on us not just for compliance, but for guidance that helps them run better businesses and make confident financial decisions. We understand regional industries and take a down-to-earth, solutions-focused approach to accounting and advisory.

Our Approach

At Roma Taxation Services, we value:

- Practical advice over complexity
- Relationships over transactions
- Reliability and honesty
- Supporting regional businesses and families

We aim to make accounting understandable, useful, and genuinely supportive for our clients.

Professional Standards

Employees of Roma Taxation Services are expected to:

- Maintain strict confidentiality.
- Act with integrity and professionalism.
- Comply with ethical standards of the Institute of Public Accountants (IPA).
- Commit to ongoing professional development.

Work Health & Safety

All employees must comply with workplace health and safety policies and contribute to maintaining a safe and respectful workplace.

Position Purpose

Responsible for delivering taxation, compliance, and business advisory services to a portfolio of clients while building trusted, long-term relationships. This role suits someone who enjoys working directly with clients, explaining financial matters in plain language, and providing practical solutions rather than purely technical outcomes.

Key Responsibilities

Taxation & Compliance

Prepare financial statements for:

- Companies, Trusts, Partnerships and Sole Traders
- Prepare and lodge income tax returns + Prepare and review BAS and IAS obligations.
- Ensure compliance with ATO requirements and lodgement deadlines. + Liaise with the Australian Taxation Office on client matters.
- Assist with year-end tax planning strategies.

Business Advisory Support

- Assist clients to understand financial performance and key business drivers.
- Provide practical support with:
 - Cashflow management + Profit improvement strategies
 - Business structure discussions
 - Identify opportunities to add value beyond compliance work and support clients through growth, change, and entity planning.

Client Relationships

- Act as a key contact for allocated clients.
- Build trusted relationships with business owners and farming clients.
- Communicate financial outcomes clearly and without jargon.
- Participate in client meetings and review discussions.
- Maintain a professional and approachable presence within the community.

Practice & Team Contribution

- Maintain accurate and organised client files.
- Follow internal workflows and quality standards.
- Support continuous improvement of systems and processes.
- Assist and mentor junior team members where appropriate.
- Contribute positively to team culture.

Accounting Systems & Support

- Work within cloud accounting platforms including:
- Xero + XPM (Practice preferred Software)
- MYOB + QuickBooks (where applicable)
- Review client bookkeeping for accuracy.
- Assist clients with accounting software queries.
- Encourage efficient and compliant record-keeping practices.

Key Skills & Attributes

- Strong knowledge of Australian taxation requirements.
- Ability to communicate complex matters simply.
- Practical, solutions-focused mindset.
- High attention to detail and accountability.
- Strong organisational and time management skills.
- Friendly, professional, and community-minded approach.
- Comfortable working with small business and agricultural clients.

Qualifications & Experience

Essential

- Bachelor's degree in accounting or commerce.
- Experience within a public practice accounting firm.
- Working knowledge of Australian tax legislation.
- Experience using cloud accounting software.

Desirable

- Experience with agribusiness or regional clients.
- Exposure to business advisory services.

How to apply

Contact us

Send us through your resume including an outline of your experience and qualifications via email at admin@romatax.com.au.

Alternatively should you wish to discuss this role in more detail, please connect with us by phoning our office on (07) 4622 1818 or make an appointment to visit us at 21 Major Street, Roma Qld 4455.