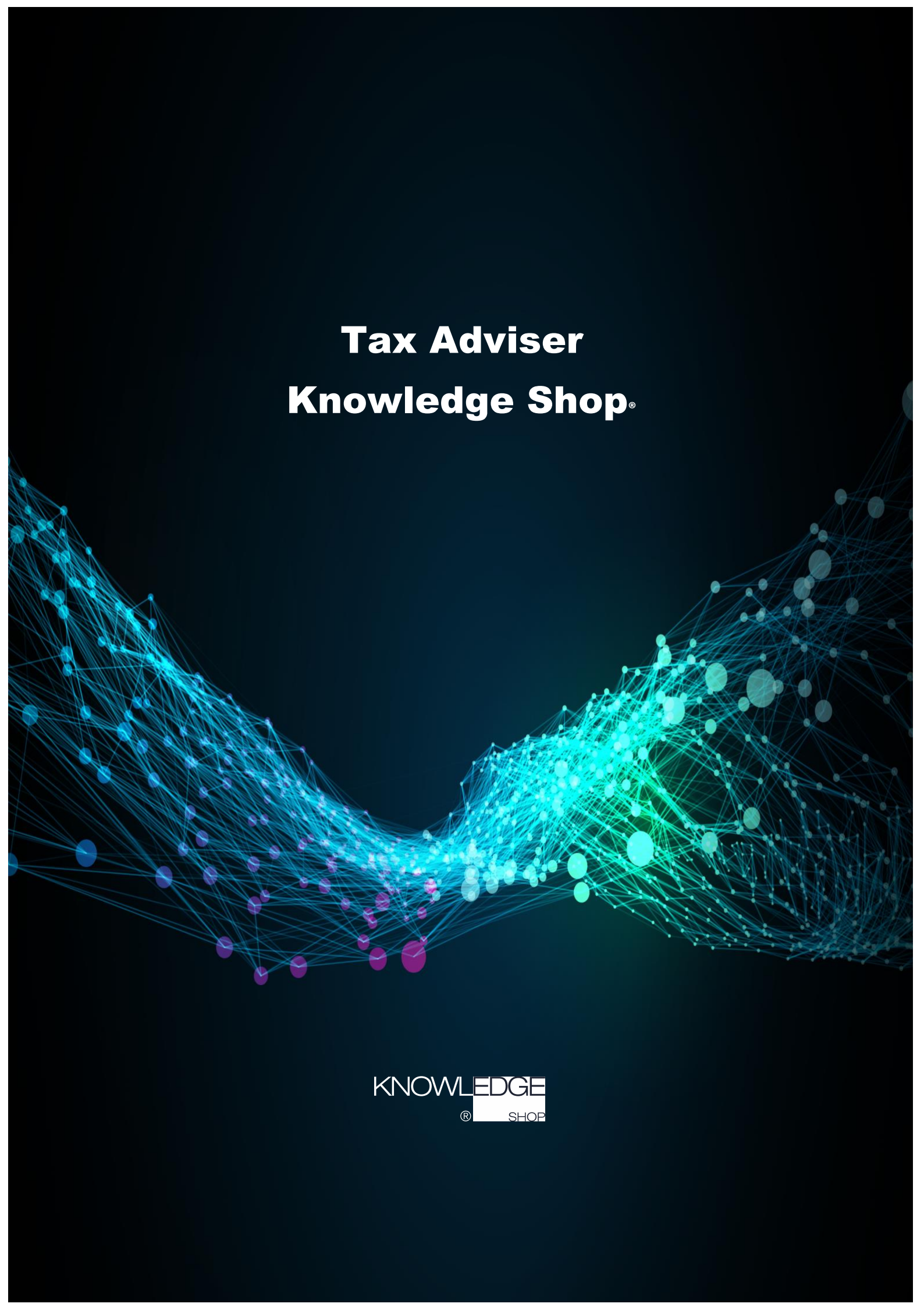


# Tax Adviser Knowledge Shop®

KNOWLEDGE  
SHOP®



# Tax Adviser **About the role**

Thanks for taking the time to look a little closer at what Knowledge Shop does and the role we have available within our team.

The role of Tax Adviser is an excellent opportunity for an experienced practitioner who wants to extend their skills and experience.

Plus, we offer the right candidate an opportunity to develop their skills as a presenter delivering technical training programs. Or, if public speaking is not your strong point, we offer the opportunity to expand your knowledge at a rate faster than almost any other employer in the market.

## Minimum requirements – the right candidate

If you have always been the one that other people come to when they have a tax issue that they can't resolve or need assistance to get the right result, then this role is right for you.

As a minimum, you must have:

- Manager level within public practice
- A relevant post graduate qualification (CA/ CPA/ Masters in Taxation)
- Current membership of CPA Australia, the Institute of Chartered Accountants, or TIA
- Excellent written and verbal communication skills

Our ideal candidate is practical, knowledgeable and able to translate technical and legislative concepts into everyday language. Our role is to help other accounting firms - through our tools, training and knowledge – to get the right result for their clients in the most efficient way.

Knowledge Shop resolves the issues the profession face in their technical work, pre-empts their needs when change occurs, and provides practical guidance.

## To apply for this role

Please email applications to:

**Lisa Armstrong**

Managng Director

E-mail | [lisa.armstrong@knowledgeshop.com.au](mailto:lisa.armstrong@knowledgeshop.com.au)

Phone | 1800 800 232

Knowledge Shop Pty Ltd

Knowledge Shop is a wholly owned subsidiary of Diverger Ltd (ASX: DVR)

## The role in detail

Working with a team of talented and highly qualified professionals, you will further develop your technical tax skills acting as the 'adviser's adviser' providing on the spot advice on a broad array of technical issues. As we only provide practical advice, business services and tax advice experience in public practice at a senior/managerial level is essential.

In addition, your excellent communication skills and practical knowledge will enable you to contribute to the development of our extensive published knowledge bank of resources.

Plus, where applicable, your exceptional verbal skills will enable us to train you as a presenter for our workshops and training programs – both online and face to face.

Specifically, the role of Tax Adviser involves:

### **Fulfilling Knowledge Shop's 'Adviser's adviser' help desk service:**

- Deliver an average of 24 or more answers to technical questions per day (average may vary depending on other assignments allocated);
- Provide answers within an average turnaround time of 24 hours;
- Build a rapport with and provide an excellent service standard to our members;
- Where a question is outside of your area of experience, seek assistance from your colleagues within the team before completing the question or where appropriate, have the question assigned to another consultant who has expertise in the relevant area.

### **Developing and delivering training programs:**

- As part of the team, contribute to the direction and development of commercially viable training programs;
- Where assigned, develop training programs and associated materials;
- If suitable, be up skilled to deliver training programs;
- Achieve a minimum benchmark of 4 out of 5 for training presentations.

### **Contributing to the Knowledge Bank:**

- Contribute your knowledge and ideas to the development of the Knowledge Shop's bank of resources;
- Undertake reviews of material created by other technical advisers;
- Undertake reviews and update existing materials on the knowledge bank advising not only what changes are required to bring the material up to date but identify where improvements can be made to the usability of the material;
- Complete materials, reviews, and updates within allocated deadlines and to a professional commercial quality.

Work as a member of the Knowledge Shop team and the broader Diverger community of professionals.

You will have access to a broad range of technical support resources and also tax professionals within Knowledge Shop, the Diverger group and our associated networks. They will assist you settle into your role and also provide a broader professional peer group.

Our systems for managing knowledge are leading edge. You will need to be comfortable with IT concepts and work within our existing systems.

## **Salary and remuneration**

Salaries are commensurate with experience and your ability to contribute to the development of the company.

## **Reporting structure**

For practical purposes, the Tax Adviser roles report to our Tax Director, Michael Carruthers. For general employment issues and management, you will report to the Managing Director.

As a company however, we have a relatively flat structure and avoid hierarchies. We promote and look for a strong team structure recognising everyone's importance and contribution.

This is a role where your contribution as a technical professional and your ability to apply that knowledge in practical and meaningful ways is paramount (not your timesheet).

## About Knowledge Shop

Knowledge Shop is Australia's leading resource service for professional accountants and advisers specialising in professional services (tax, accounting, consulting, practice management, superannuation, etc.,). We deliver this knowledge in many forms - through our membership service, knowledge services, training, and news and updates. We take the pain out of dealing with often deeply technical information. We go beyond the theory and provide practical and useable services that accountants and advisers can simply pick up and use.

We do this for thousands of firms across Australia (and tens of thousands of team members) with top quality services, products, training and resources.

The Knowledge Shop membership service is our primary service to the accounting profession. We have a great community of busy accountants and advisers that we service through:

- A help desk managing technical, practice management, and business consulting queries
- Our knowledge bank of standards, working papers, and precedents
- Professional development events (once every quarter in seven locations across Australia)
- Technical news and updates
- Client newsletters and updates
- Financial services

See [knowledgeshop.com.au](https://www.knowledgeshop.com.au)