



**Graduate
Accountant 2020
Briefing
Information**

More than just going to work...

PolsonHiggs
Business advisors

Better
business
together.

Intro

We are a team of innovative and respected business advisors providing an integrated range of client focused services that will exceed our client's expectations. Offering services to clients throughout New Zealand. Polson Higgs is one of the South Island's leading independent chartered accountancy and business advisory firms with a staff of 55 located in Dunedin.

Polson Higgs today has five partners (Steve Dunbar, Tim Dunn, Michael Turner, Henry van Dyk and Carole Adair) and staff that specialise in all areas of business advice. Stephen Higgs remains as a consultant within the firm. All of whom started at Polson Higgs as Graduates.

You will play an important part in helping us continue to deliver exceptional business advice and support to our clients and our community.

We are a people-based firm. Our people are our greatest strength and vital as we deliver excellent advice and services to our clients.



About us

The Partners



Polson Higgs was founded in Dunedin on 1 January 1997 when Ray Polson and Stephen Higgs acquired the Dunedin business of Price Waterhouse. Graham Crombie, Phil Broughton, along with Steve Dunbar and Tim Dunn joined Ray and Stephen as founding partners. You can find more information on our history, present and future on our *About* section on our website.

The business was formed based on a desire to provide higher levels of service to the local region. To that end, we now offer a fully integrated range of services. Recognised experts within the firm enable our clients to access advice and support for all of their business needs.

Tim, Mike, Henry , Steve and Carole

Steve Dunbar

Known as SAD, He is the CFO and Divisional Head for the Finance and Business Advisory Teams. SAD is one of the original Polson Higgs founding partners from 1996 and has been at PH since 1983

Henry van Dyk

Henry is the Divisional Head of the Accounting Solutions team and specialises in business valuations.. He became a Partner in 2007, and has been here part of the team since 1987

Michael Turner

Michael is our Tax Partner and oversees our Sales and Marketing and Training divisions. He is one of NZ's leading tax experts, became a Partner in 2000 and started at PH in 1990

Carole Adair

Carole's focus is in our Business Advisory division. She works with a wide variety of clients in the commercial and rural sectors and has experience with business structuring and valuation. Carole became a Partner in 2019 and has been with the firm since 1986

Tim Dunn

Tim is a rural specialist and is also the CEO of Polson Higgs Wealth Management. He is also one of the original founding Polson Higgs Partners and has been part of the team since 1981.



Vision, mission & values

Our team is a reflection of our approach to being practical, friendly, approachable and understanding in a straight forward manner. We thrive in helping our clients operate a "better business" and we proudly conduct it the southern way – with efficiency, transparency and trust.

Vision Statement

To be the most respected advisor, for the strength of our work, relationships and people.

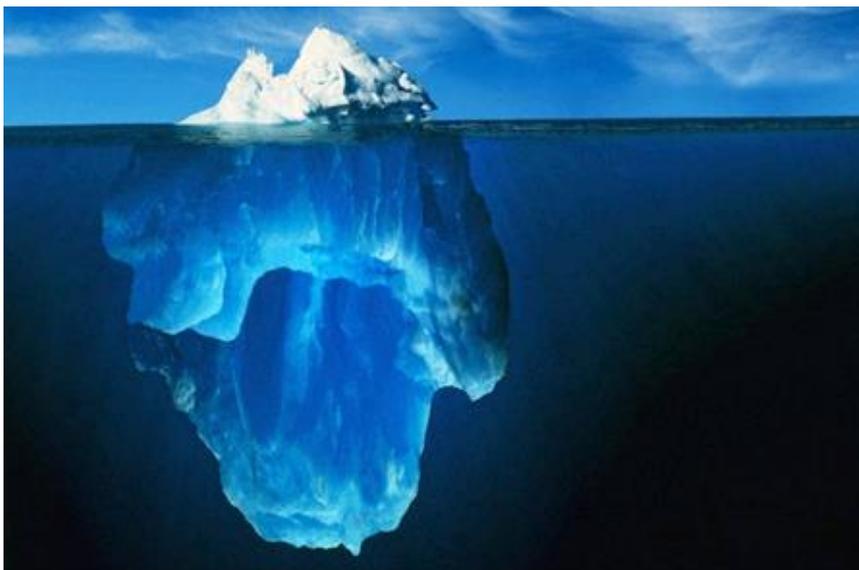
Mission Statement

Our ongoing success is grounded in the strength of our client relationships, the quality of our work and our desire to always improve and to do good by you and the wider community.

Values

We provide our clients with what we believe in - Integrity, excellence and being caring (ICE).

Conducting our business with integrity ensures we always do the right thing. Our caring nature ensures we are there when it counts for our clients. Our insistence on excellence ensures we provide best outcomes for their business



Key Facts

- Located in the heart of Dunedin
- Generous staff benefits
- Active social club
- Supportive learning and CA environment
- Enjoy life outside the office
- Study/work balance
- Buddies/mentoring programme
- An hour for lunch!



Why PH?



What makes Polson Higgs different from the others?

Our employees tell us that it's the people and the firm's traditions that make us such a great place to work. It's an environment where getting to know people is important. With the range of social events, it's hard to work here and not get to know people beyond just sitting in the desk next to them.

We have incentive schemes if you bring in new clients or refer job applicants. There is also income protection and other insurance benefits offered.

A great benefit when you enter our world of business comes in the form of additional days off. There are two "accountant's days" per year - one between Christmas and New Year, and the other at Easter. We also offer you five more sick days than legislation provides.

What training will I receive?

From the moment you walk in the door you are part of the team. In your first year there will be lots to absorb – but you will have a buddy as your "go to" person.

Our learning is continuous – we have regular monthly training; a mentoring programme and we embrace technology.

Our graduates often comment on the excellent work life balance we foster. There is a well-structured training process that every person in the firm is a part of. You will be given training opportunities in areas like personal development, technical skills, how to present, networking and management skills.

What help do I get for Capstone, the Chartered Accountants Programme?

You will get the course and exam costs for your modules paid as well as leave to prepare for the final exam. Although these modules are designed to be completed outside of work hours, we offer support by providing time in your working calendar for study. There are also meetings organised with Partners and Managers to help you learn, and leave provided for study and exams.

What you need to know

Applications close 6pm **SUNDAY 15 September 2019**

Apply via our website ph.co.nz/graduates

<p>Where can you meet us</p>	<p>Summer Jobs & Beyond Expo Wednesday 11 September from 11.00am to 2.00pm in the Link</p>
<p>What we need</p>	<p>Cover Letter – tell us what you can offer, why you would like to work for Polson Higgs and what your future career goals are.</p> <p>Resume – a full history of your study, working background, referee contacts</p> <p>Academic Transcript – certified copy</p>
<p>Interviews</p>	<p>We will be interviewing on 23 and 24 September at our offices We are a corporate firm and do require our staff to dress professionally.</p>
<p>Reference Checks</p>	<p>We will contact your referees that you have supplied – with your permission</p>
<p>Meet and Greet</p>	<p>As part of our recruitment process short listed candidates may be invited to a meet and greet with some members of our senior team.</p>
<p>Offer</p>	<p>Offers are likely to be made at the end of September. Successful candidates will commence work in April 2020</p>
<p>More Info</p>	<p>Look at our Graduates page on our website</p>

Our teams



Accounting Solutions

Accounting services have been our core business, and we continue to provide our client base with monthly and annual accounting services from GST returns, compliance work and financial reporting. We take on new graduates each year to develop and progress through their Chartered Accountant qualifications.

Business Advisory

Business Advisory is a key part of our business where we provide advice from starting up a new business, when to exit a business and strategic advice throughout the course of the business.

Business Systems Solutions

We have a range of software services that we offer to our clients to support them with both their accounting and business needs. Our team work through setting clients up on new or existing software systems, and managing their ongoing needs.

Finance

Our finance team work to manage the money flow for Polson Higgs. This team ensures that our fees are distributed each month, how that money coming in and out is managed and importantly, pay our staff!

HR

Our HR team support both our internal staff and our clients in a range of human resources areas. We will work closely with you in your induction process and have an 'open door' policy to help with any of those questions you have until you are settled in to the PH way of life.

Information Technology

Like our HR team, our IT team support both our internal IT needs and support a large client base with their IT systems. This includes IT advice, managed and unmanaged services, and as a Microsoft Cloud Partner they enable clients to move to cloud-based technology and the advantages that come with this.

Our teams

Payroll

Our payroll team are an external facing team, providing weekly, fortnightly and monthly payroll processing for over 50 clients.

Tax

The tax division provides specialist tax advice in all areas of taxation law and compliance. We work directly with several larger organisations, and also provide support to our accounting solutions clients when needed. The tax team regularly create and present topical training material, and help everyone stay up to date with changes as they arise.

Training

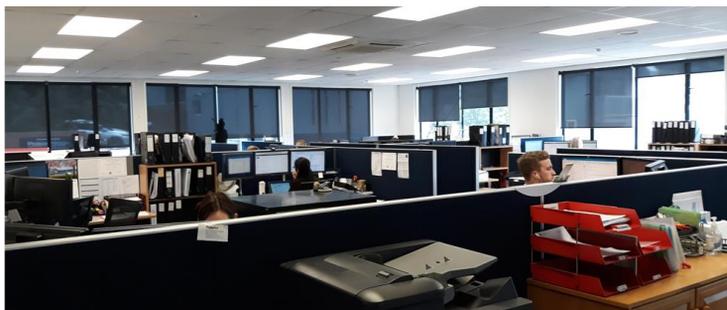
Our training team predominantly provides accounting and taxation webinars to a large and loyal database; however tailored inhouse training is also provided where this is preferred. Along with our external trainings, we have internal training provided monthly.

Wealth Management

PH Wealth Management operate as a separate entity but have a very close relationship and share many mutual clients. All bar one of their team work in our offices, with one adviser based in Christchurch servicing the clients in that region. PH Wealth Management provide financial and investment advice to their clients which helps them maintain their lifestyle, with confidence, for their lifetime.

Administration

PH wouldn't operate as efficiently as we do if we didn't have a team of administrators who support our varying teams. From the receptionists who warmly greet all our guests, to those who provide support to our partners and divisions.



Staff benefits

Social Club – our social club work hard to provide our staff with fun events throughout the year and raise money each month to go to a nominated charity. You will have the option to contribute to this as part of your fortnightly pay.

Staff Support Programme (SSP) – we recognise the importance of staff having access to confidential and professional advice to assist them in dealing with a range of work and non-work issues. Therefore, we provide our staff who work 20 hours or more access to free and confidential counselling service.

Benefits package – not only do we provide a range of insurances as part of your total package, there are a number of other benefits you will have access to once you start, including wellness initiatives (flu jabs, access to an Occupational Health Nurse) and access to other corporate rates (gym, banks).



Social Club Event - "Christmas Carols"

Last piece of advice...

- **Dress for Success. ...**
- **Arrive on Time, Relaxed and Prepared for the Interview. ...**
- **Make Good First Impressions. ...**
- **Be Authentic, Upbeat, Focused, Confident, Candid, and Concise**

