

JOB DESCRIPTION

Name:

Role:

Audit & Accounts Senior

Team:

Audit & Accounts

Our Values PASSIONATE, PERSONAL and PROFESSIONAL



PURPOSE OF ROLE

- To apply the relevant technical skills and to work as part of the Audit & Accounts Team by applying those technical skills and by carrying out tasks under minimal supervision
- To take responsibility for individual assignments, ensuring the effective and timely delivery, and the quality of service, meets the firm's aims

REPORTS TO

- You will report to Directors, Associates, Managers and Client Managers

MAIN AREAS OF RESPONSIBILITY

Technical

- Apply practical experience and technical knowledge to fulfil the purpose of your role
- Prioritise and be accountable for the planning and completion of the work assigned to you
- Build on your practical work experience
- Complete assignments for passing to Director or Associate without supervision
- Review other team members' work
- Lead and take responsibility for the audit at client premises, supervising the work to meet the planning objectives set
- Follow the firm's systems and processes and apply them effectively

Team Development

- Supervise and support junior Team Members on audit and accounts assignments, both in the office and at client premises

Building Relationships

- Be confident at asking questions and raising queries with other Team Members
- Discuss and clear basic queries with clients, as instructed by the Supervisor
- Confidently communicate with clients to build relationships and resolve queries as far as possible

Commercial and Entrepreneurial

- Is commercially focused, understands the business environment and changes likely to impact clients

AREAS OF RESPONSIBILITY FOR OTHER FUNCTIONS

Administration

- Complete your timesheet in a timely manner
- Maintain your Outlook calendar and ensure it is fully up-to-date at all times

HR

- Performance Management – Student Audit & Accounts Team Members
 - Provide feedback where appropriate or requested to do so
- Performance Management
 - Take feedback on board or request feedback where appropriate
- Appraisals
 - Complete appraisal documentation
 - Attend Appraisal Meetings
 - Complete Action Points arising from Appraisal Meeting

- Inform HR of any changes in the personal information held by the firm

IT

- Utilise the firms IT systems to work efficiently and effectively
- Report issues arising to the IT team
- Attend IT training sessions as required

Learning & Development

- Consider your individual learning and development needs and liaise with your Line Manager to ensure where necessary, such objectives are met
- Ensure annual declarations are made to regulatory body
- Ensure CPD Record is completed on an annual basis

Marketing

- Assist in marketing and promotional activities of the firm as requested

PERSON SPECIFICATION

QUALIFICATIONS AND SKILLS

- ACA/ACCA qualified
- Up-to-date and appropriate knowledge and skills in your technical field to enable you to fulfil the purpose of your role
- Computer skills appropriate to your role
- Verbal and written communication skills appropriate to your role

BEHAVIOURS

Core Values

All Team Members are expected to demonstrate our values of **Passionate, Personal and Professional:**

- Understands the firm's ethos of 'passionate, personal and professional' and uses this in your approach to work and clients, and follow the service standards set.
- A personal approach is applied to everything you do, internally and externally; ensuring you always consider the recipient of your communications and actions.
- Always behaves professionally; demonstrates strong moral values; uses common sense and practical approach to overcome problems, applying sensitivity in difficult or tense situations.

Technical

- Applies technical competence acquired through gaining a professional qualification, or through years of experience.
- Refines skills, knowledge and expertise through continued technical and practical learning.

Team Development

- Completes more complex tasks within timeframes under supervision.
- Participates actively in all formal learning and development opportunities.
- Actively advises, coaches and motivates other team members to meet personal and team targets

Building Relationships

- Works as an effective team member, sharing information and providing peers with assistance.
- Works co-operatively in teams, sharing, gaining and gathering information.
- Demonstrates rapport with peers and confidently deals with team members and clients.
- Able to deal with difficult interpersonal situations.

Leadership

- Meets performance expectations and acts as a role model for junior team members.
- Demonstrates high energy and enthusiasm.
- Actively pursues continuing learning and development.

Commercial and Entrepreneurial

- Understands the firm's vision and business strategy and your contribution to them.
- Understands the firm's structure, the people and the services we provide.
- Demonstrates a genuine interest in the client's business and understands their industry/sector.