



## Job Description

<b>Job Title:</b> Audit Senior		
<b>Team:</b> Audit	<b>Reports to:</b> Audit Manager	<b>Level:</b> Two
<b>Purpose:</b> To effectively plan and manage audit assignments, ensuring completion to a high standard within agreed timetable and budget and is motivated to perform and committed to effective client service and the quality of work meets the company's ethical and professional standards and supports organisational success.		
<b>Responsibilities and Accountabilities:</b> <ul style="list-style-type: none"><li>• Undertakes pre-audit scoping and preparation, identifying audit risks and performing preliminary evaluation of client's internal control structure to identify weaknesses and areas for management consideration and improvement and endeavours to exceed client expectations.</li><li>• Carries out audit planning procedures including the design of audit tests using the firm's audit methodology ensuring that key matters not identified at the planning stage are brought to the attention of the client management team and assists with assessment.</li><li>• Completes audit file to a high standard which meets set reporting and auditing standards, clearly highlighting issues and providing potential solutions. Ensures audit work is undertaken with integrity, competence, objectivity and confidentiality.</li><li>• Prepares financial statements, where applicable, or reviews client-prepared financial statement and other management reports.</li><li>• Responsible for on-site management and supervision of junior team members, providing on-the-job coaching to support their on-going development. Conducting staff performance evaluations at the end of assignments providing constructive feedback and recommending training where relevant and takes appropriate action when technical and professional expertise of team members is not at the required level.</li><li>• Monitors own WIP and ensures a positive contribution is made to departmental billing.</li><li>• Maintains good client relationships, keeping up-to-date with significant changes in client affairs and identifies opportunities to cross-sell and is able to build relationships to ensure client retention and growth.</li><li>• Acts as an ambassador of the firm, building relationships and promoting the firm at every opportunity to facilitate new business opportunities.</li></ul>		
<b>Skills:</b> <ul style="list-style-type: none"><li>• Fully understands the role and function of audit for a large range of different entities, in particular financial service clients and has a good understanding of audit techniques including planning, interviewing, documentation, testing, conclusions and reporting.</li><li>• Possesses a strong technical knowledge and understanding of current accounting and audit regulations and issues.</li><li>• Is a team player, but also able to work alone and be a self-starter with a flexible and proactive approach coupled with an ability to work under pressure and to deadlines.</li><li>• Has proven client handling experience and the ability to supervise and motivate more junior members of staff.</li><li>• Has excellent communication, interpersonal, planning and organising skills and is able to display initiative and lateral thinking coupled with good problem solving and analytical thinking ability.</li><li>• Highly PC literate with excellent knowledge of Windows software and accounting systems.</li></ul>		
<b>Qualifications/Experience:</b> Possesses a relevant accounting professional qualification coupled with 3 years audit work experience. This role would suit a newly qualified individual.		