



JOB DESCRIPTION

Job Title:	Assurance Senior (newly qualified) or Semi-Senior (part qualified)
Reports to:	Directly to Managers, ultimately to Partner
Objective:	Act as the on-site and client-facing lead for audit assignments and ensure that the team's work is carried out in accordance with the firm's standards and procedures whilst ensuring exceptional client service; support the Partner and Manager teams in office-wide business development activities and strategic projects
Location:	Leeds
Working hours:	37.5 per week, worked between Monday to Friday

Key Duties and Responsibilities:

- Carrying out audits of companies, charities, academies and LLPs from budgets/planning through to finalisation
- Preparation of statutory accounts from trial balance
- Supervision and development of trainees
- Preparation of corporate/business tax computations
- Attendance at client's premises
- Client liaison including dealing with queries and resolving issues on site
- Management of smaller jobs reporting straight to partner
- Support the office in business development activities, including researching and targeting new clients
- Support the office in ad hoc strategic projects
- Opportunities to carry out project-based work with other departments around the firm; e.g., Forensics and Corporate Finance
- Carrying out internal audit work in not-for-profit organisations
- Awareness of statutory requirements and submission to Companies House

Person Specification

- 3 to 4 years' audit experience in Practice (depending on level)
- Some experience of charity/academy audits is desirable but not essential
- Experience of audit supervision and planning, including completion of files for manager or partner review
- Good IT skills, including experience of using different audit packages or systems and Microsoft Word, Excel and Outlook
- Confident communicator, able to liaise with clients and colleagues at all levels
- Strong leadership skills
- Ambition and determination to contribute more broadly, including business development
- Accurate, methodical and organised
- Smart and personable