



JOB DESCRIPTION

Job Title:	Assurance Senior
Reports to:	Directly to Managers, ultimately to Partner
Objective:	To ensure that work under their control is carried out accurately, in accordance with the firm's standards and procedures, to the client's satisfaction.
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
- Opportunities to carry out project-based work with other departments around the firm, eg 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

- At least 4 years' audit experience in Practice
- 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
- Accurate, methodical and organised
- Smart and personable