

JOB DESCRIPTION

Name:

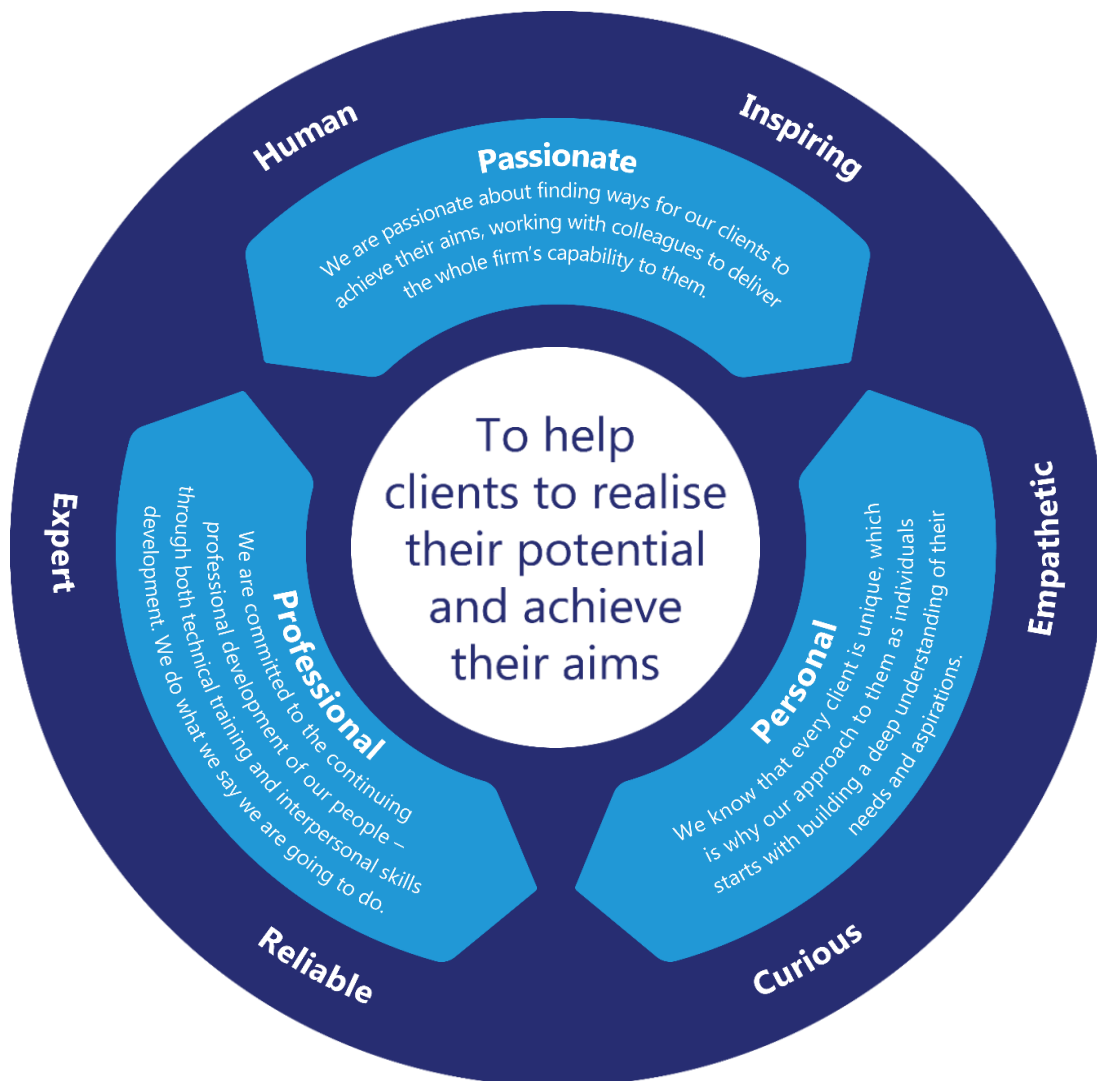
Role:

Audit & Accounts Semi-Senior

Team:

Audit & Accounts

Our Values PASSIONATE, PERSONAL and PROFESSIONAL



PURPOSE OF ROLE

- To learn the relevant technical skills and to work as part of the Audit and Accounts team by applying those technical skills and by carrying out tasks under 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, Client Managers and Seniors

MAIN AREAS OF RESPONSIBILITY

Technical

- Build on practical experience and technical knowledge to enable you to fulfil the purpose of your role
- Build on Audit and Accounts and associated other work under supervision from Managers, Client Managers and Seniors
- Produce draft accounts, identifying problem areas and making sense of results
- Complete audit work in accordance with planning documentation
- Take responsibility for assignments at client premises and in the office
- Develop a good working knowledge of the firm's systems and processes
- Prioritise and be accountable for the planning and completion of the work assigned to you
- Perform routine tasks as directed by other Team Members

Team Development

- Develop supervisory experience and support junior team members on routine tasks and basic 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

- Able to identify areas where we can help the client in their business

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
 - Complete Assignment Reports
- Student Review Meetings
 - Complete Student Review Meeting documentation
 - Attend Student Review Meetings
 - Complete Action Points arising from Student Review 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

- Study for and progress through your examinations in accordance with scheduled deadlines
- Sign-off skills completed on the Skills Evaluation Forms, as appropriate
- Regularly meet with your Line Manager, to ensure you are performing work at the right level and of the right type.
- Complete your online training records in a timely manner
- Complete Assignment Reports for assignments undertaken in a timely manner and chase for completion
- Ensure your Training File is fully up-to-date for review at all times

Marketing

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

PERSON SPECIFICATION

QUALIFICATIONS AND SKILLS

- At least 3 'B' Grades at A Level or at least a 2:1 degree
- 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

- Builds on technical competence and continues to work towards a professional qualification.
- Applies self diligently to learning and understanding technical skills, on-the-job training and business processes.
- Raises queries and communicates problems with team members without delay.

Team Development

- Completes more complex tasks within timeframes under supervision.
- Participates actively in all formal learning and development opportunities.

Building Relationships

- Applies good verbal and written communication skills.
- Works co-operatively in teams, sharing, gaining and gathering information.
- Establishes rapport with peers and confidently deals with clients

Leadership

- Understands performance expectations and works to achieve these.
- Demonstrates strong professional values and acts as a role model for more junior team members.

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.
- Has a strong business sense and keeps abreast of market trends.