

JOB DESCRIPTION

Name:	XXX
Job Title:	ACA-CTA Student
Team:	Audit & Accounts

Purpose of Role and Primary Objectives

- To learn the relevant technical skills and to work as part of the Audit & Accounts and Tax Teams by applying those technical skills and by carrying our tasks under close coaching and supervision
- To take responsibility for individual assignments, ensuring the effective and timely delivery and the quality of service meets the firm's aims

Reporting Relationships

- You will report to Directors, Managers, Seniors and Semi-Seniors
- You will report to clients when required and when directed by Directors, Managers, Seniors and Semi-Seniors

Aims and Values

All members of the firm are responsible individually and collectively for delivering an excellent client experience through our services. This includes:

- Going the 'extra mile' to assist clients
- Treating every client as unique
- Friendly and approachable style
- Being inspirational and energetic
- Professional and ethical conduct
- Knowledge sharing and pro-active approach to team development
- Focusing on business benefits and lasting change
- Being practical
- Being involved but remaining objective

Key Responsibilities

- Support and promote the aims and values of the firm
- Support relevant change management processes within the Audit & Accounts and Tax Teams
- Ensure adequate systems and controls are in place for key service lines
- Represent and promote the firm at firm events, networking and professional referral events
- Regularly reviewing clients' affairs to seek additional selling opportunities

Main Duties

- Gain appropriate experience and technical knowledge to enable you to fulfil the purpose of your role, including accounts preparation, audit and tax
- Study for and progress through the relevant examinations in accordance with scheduled deadlines
- Keep your training records up-to-date for the relevant examination bodies
- Communicate with clients while on site during an assignment
- Start to build client relationships

- Communicate with clients on the telephone as required by the assignment, or when taking messages for other team members
- Communicate with your fellow team members to ensure they are kept fully up-to-date of your progress on assignments
- Communicate with third parties (such as solicitors and banks) when required
- Complete timely assignment appraisal forms for assignments undertaken

Key Performance Indicators

- Personal chargeable hours target
- Other project targets (as agreed in Student Review Meetings)

Qualifications / Skills and Experience

- 120 UCAS points at A2 or a minimum 2.1 degree
- Computer skills appropriate to your role
- Verbal and written communication skills appropriate to your role

Key Skills and Attributes

All Team Members are expected to demonstrate a consistent and comprehensive application of the following behaviours:

- **Personal Effectiveness** - Working in an organised, effective and influential manner in order to achieve the required results within acceptable timescales
- **Commercial Awareness** - Focussing on current and likely benefits to the business in all aspects of work, achieving outcomes in a cost effective manner
- **Client Focus** - Ensuring that every effort is made to consistently provide a standard of service to meet and where possible exceed the expectations of both internal and external customers
- **Change and Innovation** - Seeking and persuading others about opportunities for change and reacting to change suggested by others in a helpful and supportive manner
- **Teamwork** - Working together effectively with others to achieve more than could feasibly be achieved individually
- **Managing and Developing Others** - Providing management and support for employees from recruitment onwards so that each and every person is motivated to contribute to their full potential and is meeting or working towards the required standards of performance
- **Communication** - Making the effort to communicate with others in an appropriate, thoughtful and timely manner
- **Professional and Technical** - Possessing and putting to good use all the technical and specialist skills required to carry out the role effectively