

**Job Description**

**Position:** Graduate Trainee  
**Department:** Audit & Assurance  
**Reporting to:** Supervisor

Reporting to the Supervisor, the principal responsibility of the Graduate trainee is to carry out audit tasks as required by the Audit Supervisor.

**Key Tasks**

- Assist with all aspects of the audit process;
- Develop good working relationships with relevant client personnel;
- Acquire a thorough understanding of client's business and any relevant issues;
- Use client time efficiently without duplicating queries;
- Meet client needs by acting with urgency, practicality and integrity;
- Use audit software packages efficiently and effectively;
- Establish good working relationships with colleagues;
- Ensure the work performed is clearly documented and communicated on the audit file;
- Seek an understanding of professional standards not previously encountered;
- Identify technical issues and seek assistance to resolve them;
- Implement high standards of quality for service performance;
- Seek to develop external contacts through client work and personal network;
- Actively request direct feedback on performance from Senior or Supervisor;
- Complete assigned tasks and ensure responsibilities are fulfilled in a timely and efficient way;
- Make Supervisor aware of deviation from budgeted work in a timely fashion;
- Set own targets and communicate to rest of the audit team;
- Participate in the firms performance management process;
- It is a mandatory requirement to operate on a daily basis within the ISO 9001 Quality Management System;
- Understand the requirements of the ISO 9001 Quality Management System and maintain a good working knowledge; and
- Have an awareness of how departmental procedures, documents and record keeping have a positive or negative effect on the ISO 9001 Quality Management System.

## **Other duties**

- Proactively balance your college and work commitments;
- Be aware of audit and accounting developments;
- Understand the firm's policies and procedures and adhere to them in daily working practice;
- An awareness of other service lines and identifies cross-selling opportunities;
- Operate effectively in a fast changing environment;
- Take on additional responsibilities as experience level increases;
- Undertake any other tasks as required by the Audit team.

## **Key Skills**

- Commence study towards CFAB qualification;
- Hold at least a Second class university degree;
- Presentation skills;
- PC literate, particularly with Excel and Word.

## **Key Attributes**

- Professional and positive approach;
- Strong in building relationships and be able to communicate at all levels;
- Self-motivated;
- Team player, but also be able to work on own initiative; and
- Dynamic and creative.