

Job Description

Position: Assistant Manager

Department: Audit & Assurance

Reporting to: Audit Manager

Reporting to the Audit Manager, the principal responsibility of the Audit Assistant Manager is to take full responsibility for establishing audit strategy and effectively and efficiently planning audit projects, assisting the Audit Manager with the planning of all stages of large audit assignments, supervise the assignment of duties and the training of audit personnel.

Key Tasks

- Demonstrates a thorough knowledge and application of auditing and accounting standards;
- Ensure audits run to budget and review points are adequately cleared;
- Actively listens to determine client needs and clearly communicates these to the Audit Manager;
- Actively enhance existing relationships with new clients and seek to discuss wider business issues in order to identify their needs;
- Responsible for personnel scheduling compliance with due dates, monitoring time budget, fee quotations, billing and collection;
- Review audit files to ensure sufficient, appropriate audit evidence has been gathered to substantiate the audit opinion and the financial statements to ensure that they comply with the relevant GAAP, regulations and legislation.
- Resolve any audit issues prior to the submission of the financial statements for the final partner review;
- Implementation and review of internal control procedures;
- Enhance the firm's reputation through quality client service and generally assisting partners with practice development and practice management;
- Responsible for the on the job training of your audit team;
- Support the team when a client fails to deliver
- Give feedback to team members on a timely basis;
- Debrief at the end of an audit;
- Responsible for planning, on site audit work, office based audit work, accounting work, preparation of financial statements, reviewing work prepared by team members, control;
- Liaise with business tax colleagues to ensure timely completion of current and deferred tax provision figures for inclusion in clients' financial statements;

- Develop an awareness of the firm's billing procedures, including charge out rates, budgeting and calculation of recovery rates;
- Manage performance targets;
- Agree and set internal service level agreements and ensure professional management standards are adhered to at all times;
- Ensure staffing levels are met and managed;
- Train and provide assistance to all team members;
- 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

- Be aware of audit and accounting developments;
- Understand the firm's policies and procedures and adhere to them in daily working practice;
- Communicate the firm's policies and technical information to accounting and auditing personnel;
- A good base knowledge of: Corporation tax, income tax, VAT, PAYE, Company secretarial procedures and application in practice;
- Maintain your level of technical knowledge through internal courses provided and self study;
- Have a well-developed level of understanding of company law, taxation and other applicable laws;
- Work under pressure with accuracy and focus;
- Have technical expertise in auditing and legislation and application in practice;
- Have an awareness of other computer applications in use around the firm to maximise the possibility for improving client service;
- Recognise the tax implications of transactions, balances and audit journals. You need to be commercially aware of the implications of audit journals.

Key Skills

- Have an appropriate accountancy qualification, such as ACA or ACCA;
- Have at least 5 years' experience in an audit environment;
- Relationship management and interpersonal skills;
- Project management;
- Presentation skills;
- Problem solving, and decision making; and
- 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.