

Job Description

Position: **Audit Senior 1 – 3**
Department: **Audit & Assurance**
Reporting to: **Supervisor**

Reporting to the Supervisor, the principal responsibility of the Audit Senior is to monitor and manage the work flow of the audit assistants ensuring they meet deadlines and budget restraints. Audit Senior's will also initially review assistants work prior to Supervisor review.

Key Tasks

- Understand the audit approach and be able to assist in the planning of an ISA compliant audit;
- Able to understand and explain areas of the audit approach to assistants;
- Communicate and summarise identified risks to management in a timely manner;
- Ensure audit work done by the team is documented and concluded upon;
- Critically consider business systems and processes and make constructive comments to senior members of the client service team;
- Demonstrate thorough knowledge and application of accounting standards (IFRS/ UK GAAP);
- Demonstrate a working knowledge and application of auditing standards (ISA's);
- Apply knowledge communicated by senior colleagues;
- Identify technical issues and attempt to resolve them before contacting senior staff;
- Determine client needs and communicate to the client service team;
- Complete client tasks with a sense of urgency, practicality and integrity;
- Develop good working relationships with relevant client personnel;
- Maintain regular communication with team and manager;
- Proactively look for potential selling opportunities which may assist the client and assist with the sales and marketing process;
- Actively participate in the development of other team members;
- Give constructive, timely and direct feedback to all grades on performance;
- Participate in the firms' performance management processes;
- Take decisions where appropriate and consult others in the process;
- Keep team well informed of decisions and performance expectations;
- Actively promote teamwork and maintain morale to attain goals;

Key Tasks (continued)

- Make efficient use of time and monitor assistants use of time;
- Be accountable and ensure results are achieved;
- 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;
- Develop a working knowledge of the clients operations and appreciate the business and audit implications;
- Proactively seek to broaden work experience through a range of clients;
- 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;
- Operates effectively in a fast changing environment.

Key Skills

- Be a part-qualified accountant;
- Be working towards and taking exams to become a qualified accountant;
- Have at least 2 years' experience in an audit environment;
- 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.

Job description reviewed on:

Signed by employee:

Signed by Director/Manager: