

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

- Have a working knowledge of and apply the Moore Stephens audit methodology;
- Ensure the work performed is clearly documented and communicated on the audit file;
- Develop an awareness of other service lines;
- Use Proaudit to perform audit tasks;
- Demonstrate working knowledge and application of accounting standards (IFRS/ UKGAAP);
- Demonstrate practical awareness and application of auditing standards (ISA's)
- Seek an understanding of professional standards not previously encountered;
- Identify technical issues and seek assistance to resolve them;
- Meet client needs by acting with urgency, practicality and integrity;
- Develop good working relationships with relevant client personnel;
- Use client time efficiently without duplicating queries;
- 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;
- Participate in the firms performance management process;
- Complete assigned tasks and 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;
- 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;
- An awareness of other service lines and identifies cross-selling opportunities;
- Operates effectively in a fast changing environment;
- Undertake any other tasks as required by the Audit team.

Key Skills

- Be studying towards and taking exams for CFAB;
- Hold 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.