

## **Job Description**

**Position:** Supervisor 1  
**Department:** Audit & Assurance  
**Reporting to:** Audit Manager

Reporting to the Audit Manager, the principal responsibility of the Supervisor 1 is to take full responsibility for establishing audit strategy and effectively and efficiently planning audit projects. The next step is promotion to Supervisor 2 after developing the necessary technical knowledge and ability to manage engagements to an efficient completion.

### **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;
- Maintain regular communication with all levels of the client service team;
- Convey a genuine interest in and understanding of the clients business and industry;
- Ensure any professional, technical or client service problem or request is resolved in a timely manner;
- Retain clients by maintaining a good relationship and keeping in regular contact;
- Use the firm's software packages in an efficient and effective manner to ensure client service and deliverables;
- Identifies risks at the planning stage, directs the audit and handles risks appropriately;
- Recognise business and audit implications where controls are absent, ineffective or inefficient;
- Give constructive, timely and direct feedback to junior staff on performance;
- Communicate decisions and performance expectations clearly and keep the team well informed;
- Manage a number of responsibilities and be able to delegate effectively to team members;
- 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;

**Key tasks Cont'd**

- 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;
- Improve technical knowledge for promotion to Supervisor 2 level;
- 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;
- An awareness of other service lines and identifies cross-selling opportunities;
- Operates effectively in a fast changing environment.

**Key Skills**

- Have an appropriate accountancy qualification;
- Have at least 4 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.