

## **Job Description**

<b>Position:</b>	<b>Supervisor 2</b>
<b>Department:</b>	<b>Audit &amp; Assurance</b>
<b>Reporting to:</b>	<b>Audit Manager</b>

Reporting to the Audit Manager, the principal responsibility of the Supervisor is to take full responsibility for establishing audit strategy and effectively and efficiently planning audit projects. The next step is promotion to Assistant Manager after developing the necessary technical knowledge and people management skills.

### **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;
- Manage and develop the Audit Seniors within the department;
- 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;
- It is a mandatory requirement to operate on a daily basis within the ISO 9001 Quality Management System;

**Key Tasks (continued)**

- 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;
- 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 such as ACA or ACCA;
- Ideally 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.