



## **Job description**

### **Audit and Accounts Senior/Manager**

#### **Audit**

- Complete whole sections of the audit pack in accordance with the firm's procedures, delegate to juniors and complete the whole file including notes/queries for Partner.
- Plan audit assignments including risk assessments and design of audit testing methodologies.
- Complete and document all substantive tests with minimal supervision, delegate some elements of testing to more junior members of staff where appropriate and design specific tests if appropriate
- Prepare clear logical schedules, fully cross referenced to supporting documentation and other sections of the audit file, ensuring that all amounts agree to lead schedules and the accounts.
- Resolve simple queries and refer more complex issues to audit principal.
- Supervise more junior members of staff as appropriate, including checking their work and providing guidance as required.
- Manage own time and that of any junior staff, recognising any problems at an early stage to ensure that jobs are completed within budget.

#### **Accounts**

- Planning and preparation for accounting assignments under supervision from partner.
- Complete sets of accounts with supporting schedules, working from source documents/records to final accounts for review by the appropriate Director.
- Liaising with clients
- Training and assisting clients with software and accounting systems.
- Compute Corporation Tax and Personal Tax using proprietary computer software.

#### **Other duties**

- Be proactive in identifying personal training needs and liaising with training manager to seek to meet the needs identified.
- Answering telephone and helping deal with client enquiries.
- Complete any other duties as required.



## **Terms and Conditions – Audit and Accounts Senior/Manager**

Contract	Full-time 35 hours per week (We may consider part-time, 28 hours minimum per week)
Salary rates	Salary from £30 -35,000 according to experience
Holiday	25 days per year plus statutory holidays.
Notice of holiday	We need plenty of advance notice of holidays, especially if they will be longer than one week.
Hours of Work	Office hours are 9.00am to 5.00pm, but client commitments permitting, you may be able to work flexibly around this. We work 35 hours per week. We all complete timesheets, so if you work overtime this will be recorded.
Overtime	We do not expect employees to work overtime, but you may find that you do extra hours. We have a busy time of year, from May to September, when there is a lot of work to be done. You may therefore do extra hours and then take time off later.

To find out more information on our work and our people, please visit [www.sladecooper.co.uk](http://www.sladecooper.co.uk).

If you would like to discuss any of these aspects further on a confidential basis prior to making a decision, please contact Jennifer at [jennifer@sladecooper.co.uk](mailto:jennifer@sladecooper.co.uk).