

AUDIT & ACCOUNTS SENIOR

We have a vacancy for an Audit & Accounts Senior.

The Audit & Accounts Senior will report to the Audit & Accounts Senior Manager.

The successful applicant will have the following skills and qualities:

- qualified accountant by official qualification or experience
- self motivated, efficient and hard working
- pay attention to detail
- able to keep up-to-date with audit and accounting legislation and attend courses
- have knowledge of accounting and audit rules
- ideally, though not essentially, have experience using IRIS
- meticulous in maintaining records
- have good communication skills
- able to interact positively with staff at all levels
- confidential
- punctual
- able to take responsibility
- able to deal with deadlines
- articulate

The role will involve dealing with the following work:

- plan the production of accounts ensuring junior staff are utilised efficiently
- oversee the completion of audit and accounts jobs ensuring junior staff are assisted and supported where the need arises
- review completed jobs as requested by the manager and review the work completed by team members
- liaise with Directors on completed jobs as requested by a manager
- maintain effective communication with all interested parties on each job
- continually monitor the progress of work by junior staff and adapt the original plan as required.

Additional responsibilities:

- take responsibility for answering questions and queries on behalf of managers when they are unavailable
- attend marketing/networking events and business developments activities as requested by the Directors
- ensure all junior staff in the team receive the required level of on-the-job training for them to carry out the tasks being asked of them
- any other reasonable tasks as requested by a manager or Director.

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Benefits package:

- Annual salary - £to be discussed at interview
- Flexi-time available
- Auto Enrolment pension scheme
- Death in Service scheme (subject to entry criteria)
- 28 days annual and statutory leave per holiday year
- The option to 'purchase' a further 10 days' annual leave in a full holiday year.

