



Job Description Proforma

Job Title	Assistant Manager
Job Grade	E03
Office location	Leatherhead
Department	Audit & Assurance
People Manager	Anna Johnston
Office Principal	Caroline Milton
Service Line Head	James Hadfield
Works Closely With	Rest of the team and office partners
Number of Direct Reports	TBC
Overall Purpose of Role	We are looking for a talented assistant manager to join in our growing Leatherhead audit department and assist with managing a client portfolio. This is a role for an ambitious candidate who embraces our core values, supporting the audit partners, helping our clients achieve their aspirations and being a supportive member of our audit team.
Key Responsibilities	<ul style="list-style-type: none">• Assist with managing an audit focussed portfolio of clients.• Overseeing the preparation of financial statements under FRS102 and IFRS.• Attendance and contributions at client meetings.• Completing audits with minimal supervision and within deadlines.• Management and development of upcoming audit talent.• Supervision & Training of junior staff• Financial management of portfolio taking control of WIP, billing and debt management.• Involvement in business development, including maintaining own key contacts and fostering new relationships.• Maintaining a good level of technical knowledge and being able to independently research issues forming your own solutions.
Job Profile	
Required Qualifications	<ul style="list-style-type: none">• ACA/ACCA qualified or equivalent
Required Skills & Knowledge	<ul style="list-style-type: none">• Minimum of four years' experience in an accountancy practice working in an Audit focused role.• Excellent communication skills and ability to build strong client and team relationships.• Ability to manage complicated projects and multiple stakeholders.
Required Competencies	<ul style="list-style-type: none">• Can build trusted relationships with clients and colleagues.



	<ul style="list-style-type: none">• Produces high quality work to a good technical standard.• Strong organisational skills to effectively prioritise high volumes of work.• Anticipates and resolves problems at an early stage to keep assignments on budget.• Can identify opportunities for growth within existing client base and when to involve other service lines.• Takes an active role in developing the team providing day to day support on technical and other matters.
Required Work Experience	<ul style="list-style-type: none">• Strong technical understanding of accounting and auditing standards.• Experience in leading group audits and the preparation of consolidated accounts. Previous use of CaseWare or Mercia methodologies is desirable.
Travel Requirements	<ul style="list-style-type: none">• Role will be based in Stevenage office and at client premises predominantly in Stevenage and surrounding areas.
<i>N.B. This job description outlines the types of responsibilities the incumbent is required to perform. The incumbent may be required to perform job related tasks other than those specifically presented in this job description. It is subject to regular review and will be augmented by the setting of half-yearly SMART objectives around business priorities and goals.</i>	

Employee

Name:

Signature:

Date: