



## Job Description Proforma

<b>Job Title</b>	Senior (part qualified / qualified)
<b>Job Grade</b>	E02
<b>Office location</b>	Heathrow
<b>Department</b>	Charities and Not for Profit Audit & Assurance
<b>People Manager</b>	Clive Baldock
<b>Office Principal</b>	Andrew Mosby
<b>Service Line Head</b>	James Hadfield
<b>Works Closely With</b>	Heathrow office and Heathrow Audit and Accounts team, Key Stakeholders (including managers and senior managers across the business)
<b>Number of Direct Reports</b>	No direct reports
<b>Overall Purpose of Role</b>	<ul style="list-style-type: none"><li>• Work as part of the NFP team ensuring that audit and Independent Examinations planning, fieldwork and completion is performed to a sufficient standard, ultimately resulting in the ability for Menzies to sign audit or IE reports</li><li>• Work as part of the NFP team, being responsible for ensuring accounts are prepared under UK GAAP and Charities SORP for review by NFP managers and RI</li></ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Planning, execution and completion of audits, reporting to directly to managers</li><li>• Preparation of accounts, reports and other assignments as required</li><li>• Co-ordinate planning with clients, including liaising with relevant departments within the firm.</li><li>• Communicating and building relationships with clients and related third parties</li><li>• Leading on-site teams for audits and completing jobs with minimal supervision, to deadlines and within budget</li><li>• Starting to become aware of business development, including promoting the firm and its services to the existing client base and prospects</li><li>• Development and supervision of junior trainees</li></ul>
<b>Job Profile</b>	
<b>Required Qualifications</b>	(essential academic or professional qualifications) <ul style="list-style-type: none"><li>• Studying towards becoming or qualified ACA / ACCA / CA qualified accountant (ICAEW, ICAS, Irish Institute or equivalent international qualification)</li></ul>
<b>Required Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Able to work independently as well as part of a team</li><li>• Strong communication skills with senior staff and clients</li><li>• Confident user of Microsoft Office suite – Intermediate/Advanced</li></ul>



	<p>user of Word and Excel</p> <ul style="list-style-type: none"><li>• Motivated to take responsibility of the role and maintain a high level of quality service across</li><li>• Sound knowledge of accounting and auditing concepts and aware of own limitations and when to ask for assistance</li></ul> <p><b>Desirable skills but not a must have requirement:</b></p> <ul style="list-style-type: none"><li>• Knowledge of Caseware software system</li><li>• Knowledge of Mercia audit methodologies</li></ul>
<b>Required Competencies</b>	<ul style="list-style-type: none"><li>• Approachable for more junior members of staff and able to build trust with the wider audit team and clients. Positive and has a can-do attitude</li><li>• Takes responsibility for the completion of assignments, and tasks delegated to them, including that of work allocated to junior members of the team working on the same assignment</li><li>• Thinking creatively to improve performance and efficiency</li><li>• Can prioritise key tasks so audits are completed within set deadlines, delegating effectively and builds a reputation for reliability.</li></ul>
<b>Required Work Experience</b>	<p>(desirable previous sector/other type of prior experience)</p> <ul style="list-style-type: none"><li>• Experience in Audit and Assurance within an accountancy practice</li><li>• Knowledge/experience of charities reporting and auditing desirable but not essential</li><li>• Experience of working within a team on external audit assignments from planning to fieldwork and completion stages under International Standards on Auditing</li><li>• Experience of preparing accounts in accordance with UK GAAP and Charities SORP</li></ul>
<b>Travel Requirements</b>	<p>(e.g. visits to other offices, client work requiring travel/overnight stays etc.)</p> <ul style="list-style-type: none"><li>• Travel between Heathrow office and client premises</li><li>• Occasional audit assignments where a hotel stay is required</li></ul>
<p><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></p>	

**Signed by:**

**Date:**