



Job Description Proforma

Job Title	Assistant Manager
Job Grade	E03
Office location	Farnborough
Department	Audit and Assurance
People Manager	Charlotte Langdon
Office Principal	Bobby Lobue
Service Line Head	James Hadfield
Works Closely With	Wider audit team
Number of Direct Reports	NA
Overall Purpose of Role	We are looking for an audit assistant manager to join our growing Farnborough audit department and manage 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 developing our audit team.
Key Responsibilities	<ul style="list-style-type: none">• Management of 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.• Financial management of portfolio taking control of WIP, billing and debt management.• 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.• 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.• 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



	<p>when to involve other service lines.</p> <ul style="list-style-type: none">• 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 methodologies is desirable.
Travel Requirements	<ul style="list-style-type: none">• Role will be based in Farnborough office and at client premises predominantly in Farnborough and surrounding areas.
<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>	

Employee

Name:

Signature: