



Job Description Proforma

Job Title	Audit Semi Senior
Job Grade	T01
Office location	London
Department	Audit and Assurance
People Manager	Andrew Wooding
Office Principal	Robin Hopkins
Service Line Head	James Hadfield
Works Closely With	Menzies audit team, managers and partners. External audit clients.
Number of Direct Reports	No direct reports
Overall Purpose of Role	<ul style="list-style-type: none">• Work to ensure that audit work is performed to a sufficient standard, ultimately resulting in the ability for Menzies to sign audit reports• Preparation of accounts under UK GAAP for review by accounts managers and for other audit teams
Key Responsibilities	<ul style="list-style-type: none">• Communicating and building working relationships with clients and other employees within relevant departments within the Firm.• Planning, execution and completion of statutory audits, reporting to seniors and managers.• Preparation of statutory accounts, including review of disclosure requirements.• Co-ordinate and communicate plans with clients, to ensure deadlines are met and work is completed within budget.• Beginning to lead audit teams and completing jobs with minimal supervision.• Monitoring and progressing less experienced trainees and team members.
Job Profile	
Required Qualifications	<ul style="list-style-type: none">• Studying towards becoming an ACA / ACCA / CA qualified accountant with a minimum of six papers passed.
Required Skills & Knowledge	<ul style="list-style-type: none">• Able to work independently as well as part of a team• Strong communication skills with senior staff and clients• Confident user of Microsoft Office suite – Intermediate/Advanced user of Word and Excel• Motivated to take responsibility of the role and maintain a high level of quality service across• Sound knowledge of accounting and auditing concepts and aware of own limitations and when to ask for assistance



Required Competencies	<ul style="list-style-type: none">• 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• Takes responsibility for the completion of assignments, and tasks delegated to them, thinking creatively to improve performance and efficiency/• Can prioritise in order to meet deadlines and builds a reputation for reliability.
Required Work Experience	(desirable previous sector/other type of prior experience) <ul style="list-style-type: none">• Minimum of 12 months experience in Audit and Assurance within an accountancy practice• Experience of working within a team on external audit assignments• Experience of preparing accounts in accordance with UK GAAP
Travel Requirements	(e.g. visits to other offices, client work requiring travel/overnight stays etc.) <ul style="list-style-type: none">• Travel between London office and client premises• Flexible home working under appropriate circumstances
<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>	

Signed by:

Date: