



## Job Description Proforma

<b>Job Title</b>	Technical Trainee/Senior
<b>Job Grade</b>	T01
<b>Office location</b>	London / any office location.
<b>Department</b>	Technical Audit
<b>People Manager</b>	Biane Aliyar
<b>Office Principal</b>	Andrew Cook
<b>Service Line Head</b>	James Hadfield
<b>Works Closely With</b>	All audit & accounts teams across the offices
<b>Number of Direct Reports</b>	0
<b>Overall Purpose of Role</b>	As the firm is expanding, the Technical Audit & Accounts team is currently looking to recruit a part qualified or qualified level senior who will be working closely with and under the guidance of our Technical Manager (Biane Aliyar), Technical Director (Andrew Collier) and Technical Partner (Andrew Cook).
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• To assist with providing technical support and advice in response to queries from staff involving UK GAAP, IFRS and ISA requirements.</li><li>• To support staff in the use of both CaseWare (audit and accounts software) and Inflo (data analytics software).</li><li>• To identify and create improvements to firm processes in audit and accounts.</li><li>• To assist in producing technical guidance (e.g., bulletins, technical notes, e-shots).</li><li>• To develop and present in-house training to Partners and staff</li><li>• To undertake the ICAEW Annual Return and other compliance matters.</li><li>• To assist with the annual ethics audit.</li></ul>
<b>Job Profile</b>	
<b>Required Qualifications</b>	<ul style="list-style-type: none"><li>• ACA qualified, can also be currently studying ACA/ACCA</li><li>• Hold the audit qualification ( If part qualified the candidate would be expected to work on audits to secure this qualification.)</li><li>• University degree- Minimum of a 2:2 undergraduate degree</li></ul>
<b>Required Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Ability to deal with complex issues and reach clear and supported conclusions.</li><li>• External audit experience .</li><li>• Willingness to develop technical knowledge.</li><li>• Strong communication skills.</li><li>• Motivated to take responsibility of the role and maintain a high level of quality service across all competencies.</li></ul>



<b>Required Competencies</b>	<ul style="list-style-type: none"><li>• Strong organisational skills to effectively prioritise high volumes of work.</li><li>• Excellent communication skills and ability to build trusted relationships with clients and colleagues.</li><li>• Produces high quality work and willingness to continuously develop technical knowledge.</li><li>• Able to build and sustain positive internal working relationships.</li><li>• Shares knowledge and best practice ideas with peers and team member, as appropriate.</li><li>• Previous use of CaseWare, Inflo or Mercia methodologies is desirable.</li><li>• Passionate in working with technology and audit software.</li></ul>
<b>Required Work Experience</b>	<p>(Desirable previous sector/other type of prior experience) Although not essential, the following experience will be considered as an advantage:</p> <ul style="list-style-type: none"><li>• Recent experience in Audit and Assurance within an accountancy practice</li><li>• Recent work experience including significant audit work with experience of large owner managed businesses and groups including international groups.</li><li>• Some exposure to IFRS accounting.</li></ul>
<b>Travel Requirements</b>	<p>(e.g., visits to other offices, client work requiring travel/overnight stays etc.)</p> <p>This role involves travel to all the Menzies' offices in London, Surrey and Hampshire.</p>
<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: Biane Aliyar**

**Date : 20/10/2023**