



Job Description Proforma

Job Title	Senior
Job Grade	E02
Office location	London
Department	Audit and Assurance
People Manager	Andrew Wooding
Office Principal	Robin Hopkins
Service Line Head	James Hadfield
Works Closely With	London and Menzies Audit team, Key Stakeholders (including managers and senior managers across the business)
Number of Direct Reports	No direct reports
Overall Purpose of Role	<ul style="list-style-type: none">• Work as a key part of the audit team ensuring that audit planning, fieldwork and completion is performed to a sufficient standard, ultimately resulting in the ability for Menzies to sign audit reports.
Key Responsibilities	<ul style="list-style-type: none">• Planning, execution and completion of audits reporting to audit seniors but also directly to managers for lower risk audits.• Preparation of accounts, reports and other assignments as required• Communicating and building relationships with clients and related third parties• Leading on-site audit teams for lower risk audits and completing jobs with minimal supervision, to deadlines and within budget• Starting to become aware of business development, including promoting the firm and its services to the existing client base and prospects• Development and supervision of junior trainees
Job Profile	
Required Qualifications	(Essential academic or professional qualifications) <ul style="list-style-type: none">• ACA / ACCA / CA qualified accountant (ICAEW, ICAS, Irish Institute or equivalent international qualification)
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



	<p>trust with the wider audit team and clients. Positive and has a can-do attitude</p> <ul style="list-style-type: none">• 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	<p>(Desirable previous sector/other type of prior experience)</p> <ul style="list-style-type: none">• Some experience in Audit and Assurance within an accountancy practice• Experience of working within a team on external audit assignments from planning to fieldwork and completion stages under International Standards on Auditing• Experience of preparing accounts in accordance with UK GAAP
Travel Requirements	<p>(e.g. visits to other offices, client work requiring travel/overnight stays etc.)</p> <ul style="list-style-type: none">• Travel between London office and client premises• Flexible home working under appropriate circumstances
<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: