

Job Description

Job Title: Audit Assistant Manager (Creative, Media & Technology)

Department: Audit

Reports to: Partner

We are looking to recruit a Assistant Manager to build upon a period of strong growth and support new audit and advisory clients. The key aspect of the role will be to work closely with Partners running a busy portfolio working with a range of Creative, Media and Technology (CMT) clients within our corporate sector. These will include a range of public and private businesses within the technology, digital media and creative industries. In this position you will have mixed responsibility with a key management role on small and medium sized audit assignments, as well as assisting on larger and more complex audits, where you will utilise and further develop your knowledge and skills as well as being involved in business development, marketing and PR, training, managing and appraising staff.

You will be expected to provide a range of audit and business advice to a variety of clients from small, fast growing clients to large corporate entities including some international groups and a mixture of private and public businesses.

Roles and Responsibilities

Responsibilities below are generalised and are no way exhaustive:

- Audit: statutory audit, planning, completion, attend / lead client meetings etc.
- Being a key point of contact throughout the year
- Building and maintaining strong relationships with existing clients as well as prospective clients
- Accounts preparation
- Provision of general business advice to clients
- Managing the overall service delivery to clients
- Corporate finance projects (Due diligence, AIM/Standard listings, reverse acquisitions etc)
- Other special projects
- Client billing and job recoverability
- Prospective client meetings
- Managing the audit staff including having a responsibility for the coaching and development of the team members reporting directly into you taking responsibility for career development of others
- Business development activities such as building relationships with target clients or involvement in pitch situations
- Assist where required in the general running of the audit department
- Reporting directly to the partner and having several direct team members report to you.



INTEGRITY

- We operate in a trustworthy and straightforward manner.
- We are honest, objective and sincere.
- We comply with and uphold professional requirements and obligations.
- We do "the right thing" at all times.



COLLABORATION

- We respect everyone and value their contributions.
- We act in an inclusive manner, sharing ideas, opportunities, successes and experience.
- We trust one another.
- We are communicative, consultative and accessible.



EMPOWERMENT

- We are confident in our expertise, delivery and knowledge.
- We understand that trust and responsibility go hand-in-hand.
- We have the flexibility and freedom to perform and recognise that "one-size" does not fit all.
- We have the independence to achieve our full potential.



DYNAMISM

- We challenge the status quo and champion progress.
- We search out and embrace new ideas and technology.
- We are open to change and new solutions.
- We learn from our experiences to improve.

The candidate

Behavioural competencies

- Ambition to learn and develop
- The successful candidate will be able to multitask in terms of handling multiple clients simultaneously
- Excellent technical and personal skills to service a portfolio of clients efficiently and effectively
- Excellent communication skills and be confident, articulate and able to communicate at all levels externally and internally
- Ability to produce high quality business style reports for non-executive committees
- Presentation skills for tendering for new work
- A team player with the ability to prioritise work and work to tight deadlines
- Strong organisational skills
- Have a proven track record of establishing and maintaining strong relationships
- Ability to successfully support, nurture and motivate different team members

Work Experience in the CMT Sector

- Strong knowledge of both IFRS and UK GAAP (including FRS101/102) and international standards on auditing
- Confidence in understanding and completing the audit of businesses within the sector
- Working knowledge of Tax
- Experience of management of the audit from planning to supervision and onsite reviews
- Qualified accountant
- Experience of auditing international groups is useful but not required
- Expertise in producing group financial statements and consolidations is useful but not required
- Experience of Caseware or similar accounts production software is useful but not required



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