

Job Description

Job Title:	Audit Manager – NFP
Department:	Audit
Reporting To:	Head of Audit
Contractual Hours:	Hybrid working – standard hours 9:30am to 5:30pm, Monday to Friday

haysmacintyre is an award-winning firm of chartered accountants and tax advisors, with 38 partners and over 350 staff, providing advice to entrepreneurs, fast-growing and owner-managed businesses, charities and not for profit organisations across the UK and internationally.

We are now looking for an Audit Manager to join our large charity and not-for-profit audit team, based in our London office. Our Audit Managers work closely with our 11 specialist charity and not-for-profit Partners. They manage a busy portfolio made up of a range of not-for-profit clients including large high-profile charities, international charities, professional institutes, membership bodies, schools and faith based charities.

Main Duties and Responsibilities

Responsibilities below are generalised and are no way exhaustive:

- Managing a portfolio of charity and not-for-profit audit clients
- Managing the overall service delivery to clients including attending and leading client meetings
- Provision of general business advice to clients
- Other special projects, including internal audit projects
- Business development in the charity sector
- Tendering for new charity and not-for-profit clients
- Supervision, mentoring and management of audit staff
- Internal training of staff and managers

The Candidate

Work Based Competencies

- Qualified Accountant
- Knowledge of Microsoft Office packages including Word, Excel, PowerPoint, Outlook, Internet
- Caseware (useful)
- Working knowledge of charity tax



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.



DYNAMIC

- 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.

Behavioural Competencies

- The successful candidate will have excellent communication skills and be confident, articulate and comfortable working with staff and clients at all levels
- Technical and personal skills to service a large portfolio of clients efficiently and effectively
- Ability to produce high quality business reports for senior management and trustees
- Presentation skills for both tendering for new work and presenting at seminars on charity specific topics
- A team player with strong organisational skills and the ability to prioritise work and work to tight deadlines
- A commitment to our firm values: Integrity, Collaboration, Empowerment and Dynamic



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