

## Job Description

<b>Job Title:</b>	Audit Senior
<b>Department:</b>	Audit
<b>Reporting To:</b>	Head of Audit
<b>Contractual Hours:</b>	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.

### Main Duties and Responsibilities

The role will entail running and assisting on audits for a variety of clients across all sectors and sizes. You will have had experience of leading audits from the planning stage right through to the completion stage including supervision of staff within your audit team.

You will be familiar with and have an awareness of the laws and regulations that apply to accounting and audit and are required to ensure compliance. You will be in the process of studying for the ACA or ACCA or equivalent. This role will be client facing, where you will need to show willingness to work as part of a team and be able to meet deadlines.

As an Audit Senior, you will be required to travel to client's premise where necessary and work around client working hours as necessary.

Responsibilities below are generalised and are no way exhaustive:

- Carry out and provide high quality audit services using our bespoke risk-based audit approach
- Act as the senior on audits reporting directly to manager. The individual will be responsible for the planning of the audit file right through to the completion sections including drafting the financial statements, the management letter and the letter of representation
- Responsible for managing a team of up to five staff. You will supervise, brief and effectively delegate work to less experienced members of the audit team
- Communicate with the audit manager regularly on the audit and make recommendations to them on how our clients can improve their accounting systems and controls
- Appraise other members of the team following completion of the jobs worked on
- An average of 10 to 12 weeks per year will be spent on 'away jobs'



#### 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.

## The Candidate

### Work Based Competencies

- ACA or ACCA part qualified
- Proficient in using Microsoft Excel, Word and Outlook
- Experience of an electronic audit programme
- Experience of CaseWare would be an advantage

### Behavioural Competencies

- Flexible work attitude, pro-active and collaborative team player
- Ability to work well under pressure and adhere to tight deadlines
- Adaptability and ability to respond positively to change
- Ability to learn and pick things up quickly
- Familiar with and have an awareness of the laws and regulations that apply to accounting and audit and are required to ensure compliance
- Good interpersonal skills
- Good telephone manner and communication skills
- Excellent integrity and ethical standards



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