

## Job Description

**Job Title:** Audit Manager (Hospitality)

**Department:** Audit

**Reports to:** Partner

We are looking to recruit a 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 clients within our corporate sector with a particular sector focus on Hospitality. In this position you will have a key management role on Assurance assignments where you will utilise and further develop your knowledge and skills as well as being involved in training, managing and appraising staff.

You will be expected to provide a range of Assurance services and business advice to a variety of clients from small, fast growing clients to large corporate entities. The key sectors that we operate in as a firm are Creative Media Technology ("CMT"), Hospitality, Financial Services and Property. You will be actively involved in helping to drive the Hospitality strategy and attend various business development initiatives in the space.

### 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
- Assist in supervising/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 and referrers in the Hospitality sector
- 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

- 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 based competencies

- 3 + years Hospitality sector Experience
- Expert in producing group financial statements and consolidations
- Strong knowledge of both IFRS and UK GAAP (including FRS101/102) and international standards on auditing
- Working knowledge of Tax
- Experience of Caseware or similar accounts production software
- Experience of management of the audit from planning to supervision and onsite reviews
- Qualified accountant

### Package

- Salary – market rate
- Pension – 5% non-contributory
- Holiday – 25 days
- Death in Service cover
- Group Income Protection Insurance
- Notice period – 3 months
- Trading of holiday



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