

Job Description

Job Title:	Audit Senior
Department:	Audit – Charities and Not For Profit
Reporting To:	Head of Audit
Contractual Hours:	Hybrid working – standard hours 9:30am to 5:30pm, Monday to Friday

Firm and team overview

haysmacintyre is an award winning firm of chartered accountants and tax advisors, with 38 partners and over 450 staff, providing advice to entrepreneurs, fast-growing and owner-managed businesses, charities and not for profit organisations across the UK and internationally.

The Not For Profit department continues to grow from strength to strength and we are looking for a capable and passionate senior to deliver high quality and value for money audits to the sector. With environmental, social and governance challenges at the forefront of many conversations, now is the perfect time to make a difference.

With 8 partners, 2 directors, a mix of young and experienced managers, along with the necessary administrative support, we're one of the leading single office charity teams in the UK however remaining very true to our values. We work with a range of sectors from membership and sporting governing bodies to medical research charities and independent schools.

Main Duties and Responsibilities

The role will entail a combination of assisting the lead senior and manager on assignments as well as leading smaller jobs in an helpful and supportive environment to enable you to then progress. All in compliance with the firm's and statutory procedures, for a variety of clients across all the charity and not for profit sectors and sizes. You will have had experience of being a junior on audits however this role will a great opportunity to cement that experience and progress accordingly with the support for exams on top.

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 Semi-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:



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.

- Carry out and provide high quality audit services using our bespoke and technological driven risk-based audit approach
- Act as the combination of leading trading small audits as well as helping the lead senior on our larger client, giving you the rounded experience you wish.
- The individual will be responsible for the planning of the audit file, at times, right through to the completion sections including drafting the financial statements, the management letter and the letter of representation. For the larger clients, it will be a combination of assisting the senior where relevant as well as ensuring the work you do is completed accurately and with the necessary audit quality.
- Responsible for a junior. 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. This extends to when you are a semi-senior. Communication and collaboration within our teams are the cornerstone of audit quality and client satisfaction.
- Appraise other members of the team following completion of the jobs worked on and provide guidance and training as your role progresses.
- Keep up to date with auditing and accounting standards and developments within the profession. Take responsibility for acquiring documenting the requisite CPD
- Provide technical support to the charity and not for profit team and clients, through discussions with the partner and manager and senior.

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 in running an audit from planning through to completion

Behavioural Competencies

- Demonstrates a desire to work with not for profit organisations
- Flexible work attitude, pro-active and collaborative team player
- Able to delegate appropriately and review juniors work
- 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



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- Good telephone manner and communication skills
- Excellent integrity and ethical standards



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