

## Job Description

<b>Job Title:</b>	Audit Senior
<b>Department:</b>	Audit – Not-for-Profit
<b>Reporting To:</b>	Supervisors and Audit Managers
<b>Contractual Hours:</b>	09:30am – 5:30pm, hours may vary depending on client needs

### About the firm

haysmacintyre is an award-winning firm of chartered accountants and tax advisors, with almost 40 partners and over 500 staff, providing advice to entrepreneurs, fast-growing and owner-managed businesses, charities and not for profit organisations across the UK and internationally. From our trainees to our partners, our culture of support and progression means we grow together as one firm to best help our clients.

We are a top 30 UK accountancy firm, a leading member of MSI Global Alliance, and advisers to some of the country's most exciting businesses and charities. Our team of over 500 people all work together in our modern office located in London.

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.

### The role and responsibilities

You are our future; so, we want to give you the best opportunity to partner with us and grow!

As an Audit Senior, you will be running and assisting on audits, 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 leading audits from the planning stage right through to the completion stage including supervision of staff within your audit team.



#### 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.

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.

You will be required to travel to client's premise and work around client working hours as necessary.

Outside of the day-to-day role, we host events organized by the Connect Committee so you can socialise with your colleagues outside of work, and network with other people at haysmacintyre such as cycling at the velodrome, puppy yoga and pottery painting. Our Corporate Social Responsibility programme supports local charitable causes, and we welcome and encourage our staff to participate in charity events and fundraising they are interested in. As a firm, we are also committed to environmental and sustainability initiatives, implementing energy-efficient practices throughout our operations, and encouraging everyone to play their part in the office with reducing our carbon footprint.

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
- 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.



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## Person Specification

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

## Work Based Competencies

- ACA or ACCA part qualified.
- Proficient in using Microsoft Excel, Word and Outlook.
- Experience of data analytics tools.
- Experience in running an audit from planning through to completion.

*Everyone is welcome to apply for our roles, and we are determined to ensure that no applicant or employee receives less favourable treatment because of gender, race, disability, sexual orientation, religion, belief, age, marital status, background, pregnancy, or caring responsibilities.*

*We also recognise the importance of diversity of thought within our teams and are fully committed to embracing the talents of people with autism, dyslexia, ADHD, and other forms of neurocognitive variation.*

*We will always seek to make appropriate adjustments to recruitment, workplaces, and work processes to be fully inclusive to people with different needs and working styles.*

*If you need us to make any reasonable adjustments for you from application onwards, please email [recruitment@haysmacintyre.com](mailto:recruitment@haysmacintyre.com)*



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