

Audit Senior/Supervisor

Part qualified/finalist/qualified

Company Name	SB&P
Office Location	Bootle, Liverpool
Job Title	Audit Senior/Supervisor
Reports To	Managers
Job Overview	Position has been created due to an expansion within the firm
Hours	Full time – 37.5 hours a week.
Salary and Benefits	Competitive salary in line with market rates
Start Date	ASAP

We are looking for an Audit Senior/Supervisor to join our audit and accounts department, who will work on a diverse portfolio of clients.

The ideal candidate will be able to build long-lasting relationships with clients, whilst planning and executing audit work to a high standard.

You will find a supportive, positive, and welcoming culture at SB&P, with an emphasis on teamwork, and work/life balance.

Job Objectives

- Oversee the audit process for each job, reporting to the corresponding manager/partner
- Effective supervision of semi-senior and junior staff, including leading teams on assignments
- To produce accurate draft accounts with minimal outstanding queries, together with a well-presented audit file in a timely and methodical manner

Duties

- Working on a diverse portfolio of clients including small and medium sized privately owned limited companies, LLP's, partnerships, sole traders, and charities
- Acting as on-site senior, responsible for planning, execution (compliance and substantive testing, analytical review, etc.) and completion of audit work to a high standard
- Effective supervision of semi-senior and junior staff, so must be able to train juniors during an audit, as well as delegate, monitor and review their work
- Will take full responsibility of each audit assignment and will be responsible for completing the audit work within the agreed timescale with the support and guidance from the relevant manager/partner
- Responsible for dealing with technical issues or seeking guidance where necessary

- Production of draft accounts, from a variety of client records, together with producing a well-presented audit file (paperless) for review
- Agreeing adjustments with clients and dealing with disclosure requirements
- Keeping senior management informed of the progress of audits
- Responsible for the delivery of the audit output within specified budget timescale
- Manage general office-based day to day duties, as required
- Ad hoc specialist assignments as and when they arise

Qualifications and Experience

- Qualified/part qualified/finalist ACA, ACCA
- Experience of audit planning through to completion. Up to date knowledge of UK accounting and auditing standards
- Preparation of statutory accounts for a variety of businesses including, Limited companies/groups and subsidiaries, LLP's, Partnerships, and Charities
- Able to build confident and long-lasting relationships with clients
- Good communication skills, both oral and written, able to communicate confidently with clients at all levels, prepare well written management letters and reports
- Good organizational, and time management skills, ability to work steadily under pressure, able to meet deadlines and commitments, and above all else to exceed client expectations at every possible opportunity
- Commitment, drive and ambition to develop and progress
- Technical and IT skills - working knowledge of IRIS, Microsoft Office, and various cloud-based accounting packages would be advantageous but not essential

To apply, send your CV and covering letter to Suzanne Draper at suzanne.draper@sb-p.co.uk.