

## **Audit Senior**

Are you on the search for your next challenge? Would you like to play a crucial role in delivering high-quality services and contributing to the overall success of the business?

Griffiths Marshall is a well-established team of Business Advisors and Chartered Accountants with offices in Gloucester, Lydney and Cheltenham. The business handles all aspects of advisory, audit and tax, as well as offering probate and wealth management services. We act for a wide range of clients from sole traders to multimillion-pound groups.

### **Are you right for the job?**

We're looking for professional and conscientious audit senior, who's a solid team player with the ability to make key decisions. You'll need to be able to understand and interpret clients' accounts, and demonstrate accuracy and real attention to detail. You should have a driven approach and possess superb communication skills which enable you to develop excellent client relationships.

### **Here's what the role entails:**

- Supporting the Associate Director/Manager in delivering the audit process in a timely manner. Ensuring all documentation is completed to the correct standard and audit risk has been considered.
- Acting as the initial point of contact for clients, understanding their requirements, answering questions, holding meetings as required.
- Helping to train and develop junior members of the team, including conducting 121s and appraisals, plus giving feedback on jobs with regards to quality and time spent. Within the role there may be the opportunity to lead and manage a small team.
- Delivering reliable and accurate information to clients, ensuring controls are in place to meet audit standards and regulations.
- Evaluating existing processes, identifying problems and implementing solutions. Encouraging feedback from the team and fostering a culture of continuous improvement.
- Being committed to ongoing learning and personal growth, including keeping up to date on work efficiencies, technology, accounting standards, tax regulations, code of ethics, industry trends. Taking part in professional development training.

## **These are the key skills you'll need:**

- You're newly or partly ACA or ACCA qualified, with a keen interest in audit.
- You've got experience in dealing with a variety of audit cases and you understand the standards and regulations to be adhered to.
- You're a focussed individual who takes ownership and responsibility for your client portfolio.
- You're an open & effective communicator – you're really good with people, and enjoy talking to both clients and colleagues.
- You can look at the bigger picture, and give advice appropriate to clients' circumstances.
- You're reliable and have good time management skills .
- You're flexible, show initiative and are willing to test out new approaches.
- You're keen to get involved with corporate volunteering opportunities.

## **What you'll get in return:**

We look after our staff as much as our clients and we want you to feel happy and well supported at work. In return for your commitment we'll offer you:

- An excellent opportunity for personal and professional development within an expanding firm
- Exposure to a wide variety of different clients
- The chance to have your voice heard and experiment with new ways of doing things
- The possibility of flexible working or part time hours
- A competitive salary which will be regularly monitored and reviewed
- A contributory pension scheme
- Twenty four days' paid holiday plus bank holidays
- Involvement in staff events and charity volunteering days

If you like the sound of this role, please email your CV to Nicola Hale [nicolahale@griffithsmarshall.co.uk](mailto:nicolahale@griffithsmarshall.co.uk) with a covering letter explaining how you would be suitable for the position and why you would like to be considered for it.