

Role Profile

Role Title:	Audit Senior
Department:	Audit
Reports to:	Partner/Director

About Rayner Essex

Rayner Essex has been established for over 50 years and is a dynamic, medium-sized firm with offices in St Albans and Central London. We have 8 partners, 6 directors, and around 80 staff, ranging from apprentices to highly experienced managers. We provide the full range of professional services typically provided by an established and progressive accountancy firm, including audit and accounts, management consultancy, payroll and taxation.

We aim to be the 'go to' firm for small and medium sized enterprises providing a truly excellent professional service that is tailored to meet clients' needs and requirements. Our clients range from all fields of business, industry, the professions and arts, including large corporates operating nationally and internationally, privately owned businesses of every size, partnerships, sole traders and self-employed individuals.

Role Summary

We have an opportunity to join our firm as an Audit Senior to work within our busy Audit Department. Our Audit Department provides services to a wide and varied client base specialising in owner managed businesses. The client sectors are extensive and include manufacturing, distribution, retail, wholesale, property, FCA regulated entities, professional organisations, recruitment, charities, academies and pension schemes.

The main duties for this position will involve the audit of clients' accounts either on site or at clients' premises and the preparation of clients' accounts from books and records supplied to us. The split is anticipated to be 80:20 in terms of audit v's accounts.

The ideal candidate will have relevant previous experience, have completed their ACA qualification or equivalent and will be self-motivated with good written and verbal communication skills. As the role involves a significant amount of team working, this position will suit someone with the ability to work effectively in a team environment both with one's colleagues and with and for the firm's Managers and Partners.

Key tasks and responsibilities:

- The audit of clients' accounts from books and records provided to us. The work involved will cover conducting audits at clients' premises as well as on site in either of the Rayner Essex offices.
- The preparation of clients' accounts from books and records supplied to us. The work involved will cover both audit and non-audit clients which will be in the form of Sole Traders, Partnerships, Limited Companies, Trusts and Charities.
- The preparation of tax computations for both income tax and corporation tax based upon accounts prepared.
- Extract information at the time of preparing the accounts recording information that will be required by the Tax Department for the preparation of P11Ds.
- Reporting either directly to the manager or client of improvements which could be made to the client's accounts function as noted when conducting the audit or preparing the accounts.
- Reconciliation of VAT and PAYE accounts and advising the manager or client directly of any adjustments needed regarding underpayments or overpayments to the Tax Authorities.
- The occasional preparation of cash flows, forecasts and business plans etc for clients and to aid third party presentations.
- Ad-hoc arrangements, either in house or at client's premises covering any of the above areas or general accounting, due diligence, investigation and taxation matters.

- Assisting the Audit Manager in the planning and review of audit assignments and with due diligence assignments as and when required.
- Supervising the audit process on site, supporting and developing junior members of staff.
- Monitor and manage the progress of the audit assignment against the original plan.
- Other ad hoc duties as may be required from time to time in order to assist the smooth running of the Audit Department or to provide additional assistance to clients.

Key Skills, Abilities and Personal Attributes

Essential:

- Strong previous experience in an audit role, qualified to ACA standard or equivalent by experience, with a well-rounded knowledge of auditing standards and accounting principles
- Highly motivated self-starter with the ability to complete assignments within time constraints and deadlines
- Excellent communication skills, with the ability to communicate information clearly, concisely and accurately, both in person and when using the telephone and email
- Demonstrates strong interpersonal skills with the ability to establish and maintain effective working relationships with staff, partners and clients
- Good organisation skills with the ability to multitask, working on multiple projects, and meet deadlines by setting priorities within projects
- Ability to check for accuracy and give good attention to detail
- Demonstrates the ability to delegate duties to staff and supervise client projects, sharing knowledge and providing guidance as needed
- Confident IT and systems skills, with a track record of understanding client's needs and using technologies to achieve effective management

Desirable:

- ACA qualified