

Role Profile

Role Title:	Audit Senior
Department:	Audit
Reports to:	Audit - 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 eight partners and around 95 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 at clients premises or at one of the Rayner Essex Offices (London or St Albans).

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.
- Timely completion of audit files from audit planning through to completion.
- The preparation of financial statements under various accounting standards including FRS 102, IFRS, Charity SORP.
- Preparation of accounts from client records for non-audit clients which will be in the form of, Limited Companies, LLP Partnerships and Charities.
- The preparation of tax computations for corporation tax based upon accounts prepared.
- Reporting directly to the manager on progress and developments throughout the assignment.
- Liaise with the manager or client on improvements which could be made to the client's accounts function as noted when conducting the audit or preparing the accounts.
- Reconciliation of control accounts and advising the manager or client directly of any adjustments needed.
- Supervising the audit process on site, supporting and developing junior members of staff.
- Reviewing of junior audit work and providing timely feedback.
- Monitor and manage the progress of the audit assignment against the original budget.
- Other ad hoc duties as may be required from time to time to assist the smooth running of the Audit Department or to provide additional assistance to clients such as training or general accounting and taxation matters.

Key Skills, Abilities and Personal Attributes

Essential:

- Strong previous experience in a senior 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 from start to finish 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 junior members of the team, 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
- Knowledge of CCH Audit Automation and CCH Accounts Production.