

Associate

Business Unit	Professional Services	Department	Assurance & Business Services
Reporting Line		Location	Various

Role Overview

Job purpose

Completion of audit and accountancy tasks as set out in planning memo, audit programmes and direction of managers.

Key Responsibilities

Technical

- Complete audit programmes by undertaking tasks allocated and signing off to evidence completion
- Document fully work done to a level agreed with manager
- Conclude on
 - each individual test
 - sections completed
- Highlight issues and problems for attention of manager
- Review working papers of more junior staff where agreed with manager
- Ensure work completed to a level agreed with manager

Client liaison

- Obtain information and explanations from client staff
- Establishing relationship point as for trainee
- Resolution of queries whether of an audit or accountancy nature

Communication with other staff

- Understand from manager, scope of tasks allocated and objectives to be achieved
- Coach more junior staff (where work delegated) giving more constructive feedback.
- Record clearly and concisely work done
- Keep manager/director informed of:
 - Problems encountered
 - Issues needing urgent resolution/risks identified
 - Time over-runs
 - Areas where additional work required/client non-performance
- Suggest to manager solutions to any issues/problems encountered

Organisational

- Monitor time against budget
- Prioritise tasks
- Ascertain client procedures and practices and organise affairs to their timetables and availabilities
- Supervise, delegate, monitor and review work of more junior staff

Staff development

- Development of business understanding
- Development of communications, inter-personal and interview skills
- Development of written communication skills
- Technical reading

Key Skills and Experience

- Demonstrable audit experience gained within a professional services firm.

Professional Qualifications and Education

- Part Qualified Accountant, ideally ACA or AAT.
- Track record of strong academic performance.

Key Competencies

- Commercial awareness - an understanding of the organisation, the industry and business in general assists in putting the assignment into perspective and in identifying potential risks
- Technical skills - development of full range of audit skills
- Teamwork - Assisting the team to complete the assignment. Supervise, delegate, monitor and review work of more junior staff and provide on the job training as appropriate. Recognise the need to seek advice from seniors when appropriate and work to achieve deadlines
- Written skills - write working papers, letters and other documents in standard form concisely and accurately – including method, findings and conclusions
- Analytical review and thinking - analyse trends, ratios and relationships between figures to ascertain likely risks and problem areas. Obtain explanations for exceptions and variations
- Judgement - ability to assess what gives rise to a risk and the size of that risk. Prioritise conflicting pressures within a tight timetable. Ability to consider overall risk of assignment not just the risk of a specific test. Assessment of whether sample sizes are adequate to form conclusions

Our Values and Behaviours

Personal

- ★ We take time to listen to & understand people's individual needs
- ★ We treat everyone fairly & with respect
- ★ We are honest & genuine

Performance

- ★ We are ambitious for our clients and act with their interests in mind
- ★ We keep our promises & deliver excellence at pace
- ★ We lead the way and embrace new ways of working

Partnership

- ★ We build lasting, mutually beneficial relationships
- ★ We value everyone's contribution
- ★ We partner across the full breadth of our expertise to create shared value