

JOB DESCRIPTION AND PERSON SPECIFICATION

Audit Assistant within **Corporate Audit and Advisory**

Primarily based in **Norwich**

Flexible working hours

Main purpose of the role:

To be a valued member of the Corporate Audit and Advisory team. Working with the management team to actively contribute to the delivery of exceptional client, development of the team, and creating an inclusive supportive environment.

Main Responsibilities:

General

- Embrace the Firm's vision, mission and values and translate these into day-to-day actions
- Acting as Auditor in Control (AIC) on appropriate client engagements reporting directly to Manager
- Assisting and reporting to the AIC on appropriate client engagements
- Ensuring audit quality is met and continually developed in line with regulatory and internal requirements
- Involvement in the development of junior colleagues within the team

Client Delivery

- Complete audit work all on Financial Statements Areas to a high standard with minimal supervision
- Assist in the preparation of individual and consolidated financial statements (primarily UK GAAP)
- Maintain good working relationships with client's and their staff
- Awareness of the wide range of Larking Gowen services and ability to spot opportunities to potentially sell those services

Task Management

- Ensure the firm meets all regulatory requirements
- Consistently achieves deadlines and understands the commercial implications of actions relating to productivity, recoverability, fee income and client service.
- Take responsibility for setting and monitoring job budgets
- Communicates workload with Manager or AIC.

Training

- Ensure compliance with all CPD requirements, if applicable
- Attend training courses as identified to develop both technical and personal skills
- Share experience with other colleagues to assist development of the department as a whole
- Provide constructive and timely feedback to junior staff on assignments

Other Responsibilities

- Adheres to the firm's risk management policies and procedures
- Undertakes other duties to meet the demands of the business as required

Individual Specification:

Education and qualifications

Essential:

Part way through studying for ACA or ACCA

AAT Level 4 qualified (if applicable)

Skills and Experience

Essential:

Experience of working with an external client base

Experience of assisting in the preparation of financial statements and tax computations

Experience of auditing entities in a range of industries (e.g. commercial and NfP)

Experience of using Microsoft packages, internet, email, and computerised accounts packages

Proven ability to adapt quickly to changing deadline and priorities

Personal Attributes

Essential:

Strong organisation skills

Excellent communication skills (written and oral)

Be able to operate at a high level of confidentiality

Have a "can do" approach

Innovative and able to use own initiative

Deliver excellent client service at all times

Other

Essential:

Applicants must be willing to travel to other offices in East Anglia when needed.