

## JOB DESCRIPTION

### AUDIT SENIOR

*(Audit Department)*

#### Communication and Contact

- You will attend clients' premises and discuss issues arising on site and progression of the audit.
- You will be expected to be able to communicate with a diverse cross section of clients.
- You will participate in meetings when you attend with a partner/manager.
- You will demonstrate effective written, telephone and face to face communication skills with clients.
- You will be expected to start to become involved in the preparation of internal presentations/training courses, particularly those where you have specialist knowledge.
- You will actively participate in internal group meetings demonstrating a clear and concise consideration of the issues to be addressed.
- You will be expected to bring to the manager's attention any business development opportunities which are drawn your attention.
- You will be expected to demonstrate that you are developing internal contacts. You will demonstrate a developing awareness of the services offered by other departments in the firm.
- You may be involved in interview processes for technical staff at all levels up to your grade when you must follow direction from partners/managers and HR and give a good but honest view of the firm.
- You will complete your time summary on a timely basis ensuring that appropriate narrative is provided.

#### People Development

- At senior level you are expected to delegate more to junior staff.
- You are responsible for the on the job training of your audit team. You will give clear and concise instructions to those working with you, ensuring each member of the team is challenged and developing within their abilities.
- You will always explain why a task is being undertaken, rather than just how to carry out such a task. This will result in a motivated knowledgeable team in the long run.
- You will report any training requirements or staffing issues in a timely manner to your line manager.
- You are responsible for training and developing staff on assignments by providing both formal and informal feedback.
- You are responsible for completing appraisal forms for all jobs, which you are working on for five days or more, and handing to your direct line manager on the job.

**Business Operation and Development**

- You are expected to be able to prioritise work to achieve and promote good client and staff relations.
- You are expected to be able to work under pressure with accuracy and focus.
- You are expected to take pride in your work and pay attention to detail, whilst maintaining a clear view of the overall picture.
- You are expected to exercise personal time management and work to a large extent without direct supervision.
- You are responsible for the timely completion of allocated work in accordance with the instructions relayed to you. This will involve:
  - Planning
  - On site audit work, including allocation of work within the designated team
  - Office based audit work, including allocation of work within the designated team
  - Accounting work
  - Preparation of financial statements
  - Review of all work prepared by other team members
  - Control
  - Passing a completed file and accounts back to your line manager in accordance with the instructions relayed
  - Taking overall responsibility and ownership of the completion of the job.
- You will be expected to identify internal control weaknesses and effectively communicate any weaknesses noted through the preparation of the management letter.
- You will be expected to work on a diverse range of related assignments as instructed by your line manager.
- You will be expected to liaise with business tax colleagues to ensure timely completion of current and deferred tax provision figures for inclusion in clients' financial statements.
- You should bring to the early attention of your manager, any potential difficulties in reaching allocated deadlines.
- You will contribute as a team member in discussing consultancy matters, which arise on your clients, initially with the partner/manager and with the client if instructed.
- You will provide support to the partner/manager in the preparation of client advice/reports.
- You will suggest solutions to client problems.
- You will be expected to develop a good working knowledge of all computer applications relevant to your grade. This means, a working knowledge of PROaudit, Disclosure checklist, Word (to a lesser degree), Microsoft office products, Caseware working papers, Internet Explorer, Alchemy, the Moore Stephens London and Moore Stephens International intranet site and advise your manager/computer helpdesk if you require assistance.
- You will be expect to attend relevant client seminars (or at least the receptions thereafter) as an introduction towards your growing practice development responsibilities.
- You will be responsible for the correct filing of clients' correspondence.

- You are expected to recognise the tax implications of transactions, balances and audit journals. You need to be commercially aware of the implications of audit journals.

## Commercial and Management

- You will suggest ideas and concepts for inclusion in marketing and training initiatives so that you become more involved in practice development matters.
- You will suggest ideas for increased marketing opportunities with existing clients.
- You will develop an understanding of the niche markets in which the firm operates to support you in your role and in marketing the firm.
- You will develop the ability to deal with difficult situations (both internally and externally).
- You will develop an awareness of the firm's billing procedures, including charge-out rates, budgeting and calculation of recovery rates.
- You will be aware of "hot topics" covering tax, VAT/GST, corporate finance, general accountancy, corporate recovery and corporate governance areas.

## Technical

- You will have experience of reviewing work from all levels, in particular audit and accounting files.
- You will have technical expertise in company accounts disclosure and legislation and application in practice.
- You will have technical expertise in auditing and legislation and application in practice.
- You will have the ability to research technical issues and application in practice.
- You will have knowledge of the advice required for business start ups and close downs.
- You will have a good base knowledge of:
  - Jersey Income tax as relevant to companies
  - Jersey Income tax as relevant to individuals
  - UK Non-Resident income tax
  - UK VAT and Jersey GST
  - UK PAYE and Jersey ITIS
  - Company secretarial procedures and application in practice

## General and CPD

The firm regards continued professional education as a key issue.

- You will be expected to ensure that your continuing professional education is up to date at all times.
- You will be expected to attend internal courses on technical developments and other general courses relevant to your environment.
- You will be expected to have an awareness of other computer applications in use around the firm to maximise the possibility for improving client service.

- You will be expected to identify soft skills requirements in conjunction with your appraising manager or counselling partner and communicate such requirements to the training department.
- It is your responsibility to ensure that your manager's attention is drawn to perceived areas of weakness where you feel you need additional training.
- You will be expected to maintain your level of technical knowledge irrespective of internal courses provided.