

Armstrong Watson – Job Description

Job Title:	Audit & Assurance Senior
Reports to:	Audit & Assurance Manager

1. Job Purpose:

To complete audit and accountancy assignments for clients of Armstrong Watson. To carry out other related activities as directed by Audit & Assurance Manager. To assist in the direct supervision of colleagues. To undertake appropriate business development activities.

2. Technical Requirements:

- You should be a qualified accountant under ICAEW, ACCA, ICAS, CAI or have significant experience and be likely to be working towards a qualification;
- You will have good knowledge, and working experience, of the International Standards on Auditing (UK and Ireland) variant;
- You will have strong experience in preparing and auditing statutory financial statements in line with UK Generally Accepted Accounting Practice;
- You will have a sound knowledge and understanding of all relevant UK taxes such as Corporation Tax, VAT, PAYE etc. in order to ensure amounts are accurately presented in the financial statements of a company;
- You will be familiar in using audit software and accounts preparation software to ensure files are prepared in line with the relevant standards.

3. Relationships and Context

- Regular contact with Partners, Audit & Assurance Managers and other managers;
- Audit & Assurance Assistants and other colleagues;
- Clients and external professional bodies.

4. Principal Accountabilities / Responsibilities:

Job Management

- To prepare statutory accounts for limited company clients together with files for manager/partner review;
- To plan, co-ordinate and complete audit assignments and accounts work;
- To liaise with client, both in advance of and during assignment, to obtain all necessary information;
- To ensure that work is completed to meet external deadlines from client and regulatory authorities and internal deadlines notified by Manager;
- To ensure full completion of audit or accounts files for manager review in an appropriate timescale and within budget;
- To prepare corporation tax computations;
- To prepare other accounts such as pension schemes, charities, and partnership clients together with files for manager/partner review;
- To prepare monthly/quarterly management accounts from client records, including some processing on Sage;
- To provide Company Secretarial services including Annual Returns etc;
- To undertake ad-hoc assignments as allocated by manager/partner e.g. corporate finance

assignments, cash flows, business forecasts, system reviews etc;

- To assist Manager in the smooth running of the Department, including the planning and allocation of workload etc. requesting books and records, and other general administrative duties;
- To identify improvements to work practices and work environment and bring to the attention of Manager.

Client, Internal and External Organisational Contact

- To identify business issues relevant to clients and to bring to the attention of the Partner/Manager;
- Return phone calls and written correspondence within required deadline and ensure promises are kept.

Leadership, People Management and Development

- To supervise and review the work of colleagues;
- To delegate work and duties to more junior colleagues as appropriate;
- To provide on-the-job training to other colleagues in accordance with identified training needs and as agreed with the manager;
- To provide appropriate feedback to manager for appraisal of colleagues.

Internal Financial Management & Business Planning

- To understand and work proactively towards achieving own contribution to the departmental business plan;
- To manage own time and where appropriate that of team members on client assignments in accordance with the budgets set and raise any concerns about possible overruns with the Audit & Assurance Manager in a timely manner.

New Business Development

- To identify the needs of clients and actively develop business opportunities;
- To form good professional relationships with clients, creating an environment whereby clients feel happy to refer their contacts to Armstrong Watson;
- To actively endeavour to make non clients aware of the services and benefits that Armstrong Watson can provide.

5. Behavioural Competencies

Firm Level Expectations

Can do positive attitude and work ethic:

This means: we have strong work ethic, dedicated in the pursuit of giving our all every single day. Working hard matters to us and getting the job done is paramount. We pride ourselves in producing high quality work, proving we are dependable and perform consistently. In all situations we remain positive, finding and delivering the right solution. We stay focused on our roles and will always look to go beyond expectations for each other and our clients.

Is demonstrated by:

- Showing a clear understanding of own role purpose, accountabilities, boundaries, objectives and measures;
- Ownership of our role, clients, teams, tasks and environment and a tenacity to understand and maximise every situation;
- Ensuring tasks are completed to standard and on time, going the extra mile when its in our interest to do so;
- Pride in producing high quality work, proving that we are dependable and are not afraid to challenge others or be challenged so as to stretch and continually improve what we deliver;
- Use of positive language such as 'can, will, and we' rather than 'can't, won't, but, I'

Team Working & Internal Influence

This means: we have a positive 'how can I help?' approach to our Armstrong Watson colleagues, collaborating effectively to achieve success. We listen first, digest, understand and consider all points of view before putting our views across, sharing information and knowledge

with others where needed. We consider the other persons' needs and perspective in all communication and work hard to build good quality, rewarding relationships.

Is demonstrated by:

- An interest in the overall team/office/service line performance and success at least in line with own personal successes and reward;
- Accurate, clear and appropriately brief communication and is usually not misinterpreted or misunderstood;
- Appropriate internal usage of email, ensuring contentious or sensitive subjects are communicated using alternative mediums and that email communication style/content is at least in part considerate to the needs of the receiver;
- A willingness to proactively share information, knowledge and experience if it can help others to achieve or improve;
- A preparedness to listen to others as much as one speaks, to ask questions and demonstrate understanding before articulating own thoughts and feelings;
- Flexibility in own influencing style and a willingness to adapt to the situation and the needs of others to achieve the best outcome.

Client Focus

This means: this is not just something we say, this is what we do. Each and every one of us knows the role we have and how our role impacts on our clients. We have a deep and thorough understanding of their needs and support them in their decision making. We demonstrate our knowledge, define our actions, provide regular and timely communication and constantly demonstrate our added value. We seek to build and maintain long-term relationships with our clients and become their trusted advisers, supporting them no matter where they are in their personal or business life cycle.

Is demonstrated by:

- Spends appropriate time in building effective working relationships with own client contacts;
- Uses appropriate questions, listening and playback to demonstrate clear understanding of client needs and preferences;
- Keeping promises, completes actions where a commitment has been made within the agreed timeframe;
- Clear definitions and communication in all aspects of work standards, deadlines, fees and terms and actions in all client dealings;
- Following client meetings up with a written confirmation of outcomes and actions where this is required or appropriate;
- Asks clients for feedback when appropriate and acts upon it where relevant.

Passion

This means: we show enthusiasm for Armstrong Watson and a real desire to contribute to enabling our people to be successful, making Armstrong Watson a great place to work and to forge a career. We show equal enthusiasm for the firms' clients, and a commitment to making Armstrong Watson a firm that our clients advocate and want to do business with.

Is demonstrated by:

- Energy and enthusiasm for Armstrong Watson, our brand, services, people and clients;
- A contribution to the role, team, office or overall firm that is over and above just day to day implementing in own role;
- Going the extra mile either in terms of quality standards, work volume or time spent when it is clearly important to the client or to colleagues to do so;
- Ownership and accountability for own performance and self development;
- A willingness to consider potential solutions and attempt to overcome a problem oneself, rather than just relying on others or 'passing the buck'.

Trust

This means: we can be relied upon as others have confidence in our ability and in our integrity.

Is demonstrated by:

- Appropriate ability in own role sufficient that others usually have confidence in the

individuals' likelihood of delivering required performance and results;

- A willingness to build robust and long term relationships with colleagues and clients and an acknowledgement that trust is at the heart of all quality relationships;
- The keeping of promises, delivering what has been promised, on time and to the right standards for colleagues and clients;
- Sound judgement that is applied to decision making in all parts of the role;
- Appropriate sensitivity when privy to confidential data/information or with people requiring help or support so as not to add unnecessary pressure or difficulty.

Humanity

This means: we actively demonstrate compassion, consideration and kindness to others
Is demonstrated by:

- Empathy and compassion, prioritising the persons' needs 'ahead of the task' when the situation appears to require it;
- Basic manners, so smiling, saying 'good morning', holding a door open, and appearing interested in how others are feeling;
- A willingness to invest time in getting to know others even if there is no direct/immediate benefit for self;
- A willingness to proactively volunteer ones' time where it would make someone' life easier;
- Sufficient self awareness of own behavioural 'defaults' and how these can impact on others both positively and negatively, and seeking to flex to suit others;
- Own behaviour being 'respectful' of others and ensures 'banter' and humour does not offend others regardless of own beliefs.

Honesty

This means: showing fairness, consistency, integrity; being truthful, sincere and frank.
Is demonstrated by:

- Respecting others' property and integrity, as well as adhering to legislative and legal guidelines in full and not ever 'breaking the rules';
- 'fairness' and consistency in all dealings with others, taking an objective view where possible and not allowing any prejudices or own beliefs to 'cloud' own judgement or behaviour in individual situations;
- A preparedness (where there is a need) to have 'difficult' conversations with clients or colleagues which may involve giving corrective observations or challenging them for the greater good;
- Asking others for feedback, demonstrating understanding and attempting to make appropriate changes.