

# Armstrong Watson – Job Description

Job Title:	Forensic Accountant
Reports to:	Head of Forensic Accounting

## 1. Job Purpose:

To act in the role of Accountant within the Forensic Accounting team; specifically supporting the Head of Forensic Accounting and Forensic Director.

## 2. Relationships and Context

- Head of Forensic Accounting;
- Forensic Director;
- Other colleagues within the Forensic Accounting service line.

## 3. Principal Accountabilities / Responsibilities:

### Job Management

- Managing case files allocated to them;
- Working alongside other members of the Forensic Accounting team;
- Undertaking analysis work;
- Dealing with and responding to any Forensic correspondence;
- Preparing first draft letters and reports for review by the Head of Forensic Accounting or Forensic Director;
- Ensuring files are organised and that they remain in line with Forensic requirements / standards.

### Client, Internal and External Organisational Contact

- Speaking to clients in relation to files under their care;
- Attending marketing events in order to develop own referral networks.

This job description is not an exhaustive list of all responsibilities and skills associated with the job, but rather an indication as to the core of the position. The post holder may perform other duties and responsibilities as required.

We also expect candidates who are employed in this post to be able to evidence competency in line with our behavioural competencies list / document (which can be accessed from Jostle or by a member of the Recruitment Team upon request).