



<b>Job Title</b>	Audit Senior
<b>Location</b>	Bath
<b>Reporting To</b>	Audit Manager and Audit Director
<b>Key Relationships</b>	Audit team, Accounts team, Tax and Payroll departments
<b>Job Purpose</b>	
As an Audit Senior you will work within the audit team to deliver high quality audit services to clients within set time scales.	
<b>Job Role</b>	
<ul style="list-style-type: none"><li>• To work on audit assignments, including audit planning and testing at client sites or in our offices</li><li>• To assist with the completion of audit files, including clearing manager and director review points</li><li>• Liaison with clients before, during and after audit fieldwork</li><li>• To draft statutory accounts for audit clients.</li><li>• To work on ad hoc audit related assignments, such as grant audits, Solicitors Accounts Rules reports and ARLA testing.</li><li>• To keep the Audit Manager and Audit Director informed of job progress and any issues arising.</li><li>• To raise the profile of the firm by ensuring clients are fully satisfied by the service and support they receive and that they are aware of all other services.</li><li>•</li></ul>	
<b>Person Specification</b>	
<ul style="list-style-type: none"><li>• Experience of audit work for private limited companies</li><li>• Experience of statutory accounts preparation and review for private limited companies</li><li>• Strong interpersonal and client handling skills.</li><li>• Good written and verbal communication skills.</li><li>• Strong numerical skills.</li><li>• Good knowledge of Microsoft Office, with a focus on Excel.</li><li>• Holds a valid full UK driving licence and has access to a car, as regular travel to client sites is required.</li></ul>	
<b>What's in it for you</b>	
<ul style="list-style-type: none"><li>• Competitive salary</li><li>• Annual salary review</li><li>• 25 days holiday plus Bank Holidays</li><li>• Hours 37.5 per week full time</li><li>• Birthday day off</li><li>• Training and CPD support</li><li>• Life Assurance (4x Salary)</li><li>• Personal Pension, Employer 5% Employee min 3%</li><li>• Cycle to work scheme</li><li>• Join a busy and friendly team in the heart of Bath</li></ul>	