

Job Description

Name:	
Job title:	Audit Senior
Department:	Limited
Line Manager:	Limited Accounts/Corporate Manager
Line management responsibilities:	To assist with the management of the Limited Accounts team when necessary.

Aims and purpose of the job

To assist with the effective operation of the Limited department by ensuring accurate and efficient work is always carried out.

Generic role duties to include:

1.	To prepare audits and any relevant documents, ensuring all work produced is accurate, to the highest standard and in accordance with relevant legislation.
2.	To plan, organise, and lead on Audit assignments, working with an identified team to ensure client satisfaction and that work is done in accordance with ISA regulations.
3.	To plan, manage, and prioritise your own workflow, budgets, and productivity to ensure targets and deadlines are met.
4.	To work flexibly to complete audit assignments both remotely and in the office.
5.	To aim to carry out all work efficiently with a recovery of at least 95% in line with the firm's objective.
6.	To act as a first point of contact for clients, developing good client relationships and identifying potential opportunities.
7.	To use the audit process to identify weaknesses and recommendations for improvement to the client's internal controls and systems.
8.	To delegate work to audit juniors to ensure audits and other relevant documents are prepared accurately and in accordance with relevant standards. To review this work and provide training, support and regular constructive feedback when necessary.
9.	To set an example to the team as a natural leader.
10.	To work closely with other members of the team on specialist projects as and when required.
11.	To be adaptable and able to pick up work in other areas of need within the business, such as accounts drafting and supporting clients with ad hoc projects and advice.
12.	To communicate effectively with the Audit Partner, Senior Statutory Auditor and other team members on work being carried out.
13.	To help the Audit Partner and Audit Manager identify ways to improve and develop the audit team.
14.	To adopt a proactive approach to problem solving.
15.	To deal with all communications in a timely manner and ensure they are of a high professional standard.
16.	To take full responsibility for all work and tasks assigned to you.

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17.	To monitor non-chargeable time, ensuring this is minimal and unless otherwise agreed no more than 5%.
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Central duties

18.	To represent the business when required to ensure positive links, relations and networks.
19.	To show a commitment to diversity, equal opportunities and anti-discriminatory practices.
20.	To undertake personal development necessary to ensure effective performance in the role.
21.	To participate in relevant and appropriate training and development as required.
22.	To demonstrate the David Allen values of ambition, professionalism, knowledge, integrity, and respect in the work you do and during your appointment.

Method of working

The David Allen Group expects all staff to work effectively, both as individuals and as part of a team, delivering high quality services and support to clients and staff. In doing so, the company expects all staff to display all of the core competencies as defined in the performance and development appraisal arrangements and to conduct themselves in a manner which befits their professional status and responsibilities.

Public relations

Considerable importance is attached to the role the business plays in its various communities. It therefore follows that all staff are expected to work to maintain and develop these relationships at every opportunity by positively promoting the work of the business and the role it can play in supporting the aims of its stakeholders.

This job description is a guide to the work the post holder will be required to undertake. In consultation with the post holder, it may be amended from time to time by the line manager to meet changing circumstances or business needs. Specific targets and objectives will be agreed with the post holder and will be reviewed regularly as part of the performance management arrangements.

I acknowledge receipt of the above job description, detailing the duties and responsibilities of this post and confirm my acceptance of them.

Signed:		Date:	
Print name:			