

Person Specification – Audit Senior

Below are some of the skills, knowledge and experience which are required for this post.

	Essential	Desirable
Education / Qualifications		
Five GCSEs at Grade A-C (9-4) to include Maths and English.	*	
AAT/ACA/ACCA qualified; or a graduate with an accounts related degree; or qualified by experience.	*	
Skills/ Knowledge/ Experience		
2+ years of experience in accountancy practice in a relevant sector.	*	
Strong understanding of the International Standards on Auditing (UK).	*	
Good knowledge and understanding of accounting standards and regulations including the preparation of accounts and corporation tax computations. Strong experience in preparing and auditing accounts.	*	
Good working knowledge of relevant UK tax regulations such as Corporation Tax.	*	
Experience using DAPA – Digita Accounts Production Advanced.		*
Knowledge and experience with Xero/Sage/Quickbooks software.		*
Competent in Microsoft Word/Excel/Outlook.	*	
Analytical ability.	*	
A methodical approach and problem-solving skills.	*	
A good team player who is flexible in their approach.	*	
Excellent interpersonal, written and verbal communication skills.	*	
Ability to work accurately with consistent care and attention to detail.	*	
Organisation skills, time management skills, and the ability to manage deadlines.	*	
Use own initiative, with the ability to reflect on your own work as well as the wider consequences of financial decisions and advice.		*
Personal Behaviours and Qualities		
Hold high expectations of themselves and others within the company.	*	
Ability to operate effectively, both individually and as a team member.	*	
Professional and confident with the ability to respond to challenges in a calm and professional manner.		*
Able to demonstrate behaviours and expectations consistent with the David Allen values of ambition, professionalism, knowledge, integrity, and respect.	*	
General		
Ability to travel between offices and visit client premises as required.		*