



## **Job Specification**

**Audit Seniors x 2**

**Lincoln based**

With a minimum of three years' current/recent practice experience you will be looking for a new challenge.

You may well be a qualified ACA/ACCA member or a finalist in exams.

In this general practice role with a focus on audit, you will be given your own portfolio of clients to manage with a wide range of needs in various business sectors. You will lead audit assignments from planning to finalisation stage, working with the engagement partner and as part of a team on larger assignments

Dependent on experience there are opportunities to be involved in the review of audit files.

In return we can offer you a competitive package of benefits in a supportive environment, offering flexibility in the way that you work

### **General Responsibilities**

- Managing and leading of audit assignments (from planning through to conclusion) for significant audit engagements
- Working as part of a team on larger audit assignments
- Input into our audit committee to ensure compliance and best practice
- Manage own portfolio of clients, dealing with year end and other issues – developing great working relationships with your clients throughout the year
- To act as an advisor to owner managed businesses on a range of accounts and business issues
- Preparation of statutory accounts for a range of client types and sizes
- Preparation of business/corporate taxation computations and returns, dealing with routine associated tax queries
- Assist the team with all technical aspects of servicing our clients (financial statements, audit, business taxation matters)

### **Skills and Qualities required**

- Minimum of three years' proven experience in accountancy practice in an audit role or multi-disciplined role
- Qualified (ACA or ACCA) / Finalist or "by experience"
- Experienced at managing a wide-ranging portfolio of clients
- Technically excellent
- Commercially aware
- Experience of professional networking is desirable
- Focused on meeting deadlines through effective time management
- Proficient and confident with IT, especially MS Office applications, and cloud-based accounting solutions such as Xero and Quickbooks. Smart use of Excel to increase commerciality of assignments. Along with audit software experience preferred
- Experience of Iris suite of programs (although not essential as training will be given)
- Clean driving licence with access to a car for business use

### **Personal Skills**

- Motivated and committed to provide an excellent service to both clients and colleagues
- Enthusiasm and desire to succeed
- Excellent organisational skills – a "finisher"
- A strong team player
- Confident in the workplace and dealing with clients
- A self-confident communicator – excellent verbal and written communication skills

### **Working Conditions & Package**

- Full time
- Flexible working hours/conditions
- 23 days' annual leave plus bank holidays
- Annual leave trading scheme \*
- Salary dependant on experience
- Contributory pension scheme
- Healthplan cashback scheme
- Permanent health insurance scheme \*
- Death in Service benefit

\*Upon successful completion of probationary period

**To apply email your CV and covering letter setting out why you want to work for Wright Vigar and detailing your experience and current/most recent salary to John Richmond (HR Manager):**

**[vacancies@wrightvigar.co.uk](mailto:vacancies@wrightvigar.co.uk)**

**Please quote reference WV20/AS in all correspondence**

*By sending an application/CV to Wright Vigar, whether for a specific role or speculatively, you acknowledge you are providing some personal details which we will keep for a period of no more than 12 months, unless you become an employee of the Company.*