

Job Description

Name		Line Manager	
Job Title	Audit Junior	Office	
Department	Audit and Accounts	Date	
Purpose of the role			
Assisting in audit and accounts preparation			
Reporting Lines			
Audit manager/Assistant audit manager/supervisor/senior and semi senior			
Main Responsibilities			
<u>Audit</u> <ul style="list-style-type: none"> Obtain trial balance from SAPA (depending on client) Complete detailed audit tests on sections of the audit including bank, fixed assets, sales, salaries, systems testing, profit & loss, purchases, debtors and creditors Recognise problems and ensure that these are referred to more senior members of staff Draft conclusions on the completion of tests identifying anomalies and/or potential problems that have arisen Manage and record time efficiently, seeking assistance or reorganising workloads if a job is taking longer than anticipated Attend stock takes 			
<u>Accounts</u> <ul style="list-style-type: none"> Prepare the necessary schedules, using client's books and records, to enable completion of the bank/cash control account and the bank reconciliation including the analysis of payments and receipts on spreadsheets Input of data to SAPA (where appropriate) Prepare a VAT analysis Prepare sales and purchase control accounts Calculate any accruals or prepayments and preparing the appropriate schedules Prepare HP and loan accounts if necessary Prepare and/or check fixed asset registers including preparation and/or checking of depreciation calculations Cross reference files and prepare the accounts; ensuring working papers agree with lead schedules and in turn with the accounts themselves Resolve simple queries and seek assistance from a more senior member of staff if the queries are of a more complex nature Prepare monthly/quarterly management accounts (where appropriate) Contact clients for further information/queries (where appropriate) 			
<u>Other duties</u> <ul style="list-style-type: none"> Complete any other duties as requested Complete share transfer forms, statutory books & company secretarial work Understand the client organisation (including size, turnover, location, ownership, products and competition) Understand reasons for year on year changes that the organisations make 			

Communication
<ul style="list-style-type: none"> • Other Audit and Accounts Staff - guidance on technical queries, client information and work to be done • Secretaries – typing • Companies House – obtain information for clients • Clients – obtain information • Manager/HR – exam performance and ad hoc queries
Problems and Issues
<ul style="list-style-type: none"> • Time management – getting the work done in the time budgeted for • Inaccurate, unprepared and unavailable client accounting records
Decision Making
<ul style="list-style-type: none"> • Day to day prioritisation of tasks • Most decisions are made by managers or seniors
Delegation
<ul style="list-style-type: none"> • Technical queries, upwards • Typing to admin staff
Qualifications and Skills
<ul style="list-style-type: none"> • Studying AAT or Degree (ideally 2:1) (or equivalent experience) and 280 UCAS points • Basic Word and Excel skills • Good team working skills • Communication – oral and written, ability to deal with variety of people in different environments • Organised – ability to deal with a variety of tasks • Client focused • Commercially aware • Problem solving skills • Ability to work well under pressure • Able to demonstrate Initiative