

## Background

Godfrey Wilson is an award-winning charity-specialist practice in Bristol. Having built a reputation as a leading provider of audit and accountancy services to small and medium sized charities, we now work with over 175 charities in Bristol and nationally. An opportunity has arisen for two Audit Seniors to join our growing team.

The role would suit a part-qualified or recently qualified auditor (ACA/ACCA) who is looking to take the next step in their career or a looking to work with a more values-driven firm. As a rapidly growing firm, we can offer excellent career progression opportunities, with promotions to Audit Manager and Associate Director for the right candidate.

We are a close-knit, people-focused firm. We recognise that our success is due to the skills and professionalism of our team. We are looking for exceptional people who are driven to provide the highest levels of customer service and who are committed to delivering quality and excellence.

We are a thinking firm - we don't use audit software or accounts production software. Instead we have developed our own work programmes and templates, and trust our staff to use their skills, experience and judgement to determine the audit approach and tasks.

In return you will be rewarded with a competitive salary, flexible working, generous holiday allowance, pension scheme, bonus scheme, training and development opportunities, and summer and Christmas social events. Above all, you will get to work with inspirational charity clients and like-minded colleagues who are passionate about making the world a better place.

## Person Spec

Candidates must have:

- Minimum part-qualified ACA (min. all certificate exams passed).
- Audit experience (min 1 year) – ideally gained in a small firm environment, in a practice that does not depend on audit software and computerised audit techniques. Audit experience will ideally be of small/medium sized entities, not large corporates or public sector clients.
- Accounts preparation experience (min 1 year) – confident in the manual preparation of accounts from trial balance, including consolidations.
- Experience of charity accounts is desirable, but full training can be given if required.
- Passion for and commitment to the charity sector – the desire to help our charity clients to become more effective by providing advice and support on finance, accounting and governance issues.
- Desire to provide exceptional customer service and an ability to build a strong rapport with clients.
- Willingness to take ownership of projects, effectively delegate to others within the team, and take responsibility for quality control.
- Ability to provide assistance and meaningful feedback to junior members of the team, to aid their training and development.
- Strong team-working skills – recognising that every member of the team contributes equally to the success of the task.
- A valid full UK driving licence and access to a car, as regular travel to client sites is required, including some overnight stays (subject to COVID restrictions).

## Salary & Benefits

- Competitive salary
- 25 days annual leave, plus bank holidays.
- 35 hour working week.
- Flexible working arrangements, including home working.
- Contributory pension scheme.
- Bonus scheme (discretionary, performance-related).
- Excellent career progression opportunities for the right candidate.

- Team social events.
- High quality offices in city-centre location.

## How to Apply

Please send your CV and a covering letter explaining why you feel you would be right for the job to Alison Godfrey (alison@godfreywilson.co.uk). If you'd like an informal discussion about the role, please call the office to arrange a time to speak to Alison.

## Job Description

### I Leading and Conducting Audit and Independent Examination Assignments

- To carry out the planning process in compliance with the firm's procedures and where appropriate in consultation with the audit manager. To include: arranging planning meetings with clients, agreeing appropriate timetables, scheduling adequate staff time in the work diary, preparing the fee budget and agreeing the fee with the client, preparing the audit planning letter and discussing significant matters with partners/clients well in advance of the assignment.
- To brief the audit/IE team in advance of the assignment and to ensure that staff working on the assignment have the skills and experience to complete the work.
- To take the lead role in the assignment, performing the more skilled/complex areas of the assignment whilst directing and supervising junior staff to complete the more routine areas of the assignment. In some instances, you will complete the entire audit on your own, for manager/partner review.
- To competently identify significant issues, apply sound professional judgement, and develop an audit/IE opinion, with minimal input from managers. To recognise when it is appropriate and/or necessary to involve the manager or partner.
- To identify the tax implications relevant to the client, and to liaise with the manager in order to handle any tax matters that the firm has been appointed to manage.
- To review the work of junior staff whilst at the client, ensuring all work is completed to the required standard before leaving the client premises.
- To prepare (or review) the statutory accounts, ensuring they comply with all relevant accounting standards and regulations. To ensure the highest quality standards in terms of presentation, formatting and consistency.

- To prepare (or review) management letters, letters of representation and any other necessary reports or documents, ensuring significant matters have been discussed with both the client and partner in advance.
- To finalise the file for manager review, ensuring all work programmes are complete and all queries are fully resolved.
- To proactively keep each manager informed of the position on his/her jobs in advance of it starting, whilst it is running and once it has finished.
- To ensure each assignment is completed within the agreed fee budget and within the agreed timetable, or to raise it with the manager well in advance if you envisage an assignment may go over budget or over time.

## **2 Supervising Staff**

- To take responsibility for monitoring workloads of junior staff to ensure they are kept busy but not overloaded, and to ensure work delegated to junior staff is of an appropriate level.
- To identify training and development needs of junior staff, and provide on-the-job opportunities for staff to expand their knowledge and skills.
- To monitor the general performance of junior staff, including time keeping, attitude, morale and relationships with colleagues.
- To be responsible for the quality of work prepared by junior staff, and ensuring that all work completed by junior staff is adequately reviewed and supervised.
- To provide timely, relevant and constructive feedback in relation to work carried out by junior staff member and trainees. To recognise capability issues in junior staff and trainees, and refer them to a manager when appropriate.

## **3 Other**

- To perform non-audit client work as and when required. This might include consultancy work, management accounts, bookkeeping, tax work, or any other assignments that are appropriate for your level of knowledge and experience.
- To carry out non-client work as and when required. This might include updating the firm's technical resources, assisting with Practice Assurance requirements, or running internal training sessions.

- To keep up to date with auditing and accounting standards and developments within the profession and to comply with CPD requirements.
- To work as part of a team, assisting managers and partners as required and helping other team members when they are under pressure.
- To carry out such other duties as may from time to time be reasonably required.