

## 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 200 charities in Bristol and nationally.

Having seen double-digit growth in each of the last 5 years, we now have opportunities for experienced, ACA/ACCA qualified auditors to join our Bristol-based team.

Perhaps you're looking to move out of London to get a better work-life balance. Or maybe you're looking for a more values-driven firm that can offer a greater sense of purpose and fulfilment. Or maybe you're seeking a firm with better career progression opportunities.

We are privileged to work with a fascinating and inspiring portfolio of clients, the majority of whom are charities and social-purpose organisations. Auditing a charity is more than just compliance work – it's an opportunity to add value and help them to be more effective and impactful in what they do. This is what sets us apart from other audit firms – the chance to make a difference and derive real purpose from your job.

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 hours, remote-working options, 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

### Qualifications & Experience:

- ACA/ACCA qualified (essential).
- External audit experience: minimum 3 years (essential). Candidates should be confident completing end-to-end audit engagements for manager review.
- Accounts preparation experience: confident in the manual preparation of accounts from trial balance, including consolidations (essential).
- Experience of training and supervising audit trainees (essential).
- Experience of charity accounting and the SORP (desirable).

### Skills & Attributes:

- 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, including taking responsibility for quality control, fee budgets and deadlines.
- Ability to manage a busy schedule with resilience and a can-do attitude.
- Ability to prioritise tasks and delegate when appropriate.
- Ability to provide assistance and meaningful feedback to junior members of the team, to aid their training and development.
- Desire to remain in practice and play an integral role in the success of the firm.
- 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

- Salary of £34,000 - £40,000.
- 25 days annual leave, plus bank holidays.
- 35 hour working week.
- Flexible working hours.
- Hybrid working model including some home/remote working.
- NEST 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](mailto: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 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 managers/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 throughout the assignment, ensuring all work is completed to the required standard before manager review.
- 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 manager 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 whilst they are working on your assignments, to ensure they are kept busy but not overloaded, and to ensure work delegated 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 be responsible for the quality of work prepared by junior staff working on your assignments, 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, accounting system installations, 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.