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We will be the firm that clients always choose to work with and where talented people belong.

Audit Manager

Job description

Job title: Audit Manager

Location: Any Office

Reports to: Associate

Role summary

The manager is responsible for the planning, fieldwork and completion of audit assignments, usually leading audit teams and working in a wide range of audit assignments. The manager is also responsible for ensuring all team members are working within the audit team receive on the job training and support to meet business and personal goals.

Key responsibilities

1. To plan and lead audit teams and where appropriate to manage a portfolio of audits under guidance from the relevant Director or senior manager.
2. To control budgets and to meet audit objectives.
3. To carry out more technical audit testing during audit assignments and to work with a team to achieve successful completion of audits on a timely basis. To review work of others or audit files as required.
4. To prepare or review corporation tax computations.
5. To undertake specialist assignments as required.
6. Where appropriate to complete client accounts preparation to support audit work.
7. To manage all client queries and client billing within the portfolio of audits.
8. To ensure technicians and trainees working within the audit teams receive effective on the job training and experience to complement their studies whilst also meeting work priorities.
9. To provide technical support to all team members when required.
10. To develop working relationships with clients to understand their business and to identify any opportunities for cross selling of other group services.
11. To attend relevant networking events and prospect meetings to help enhance the firm's reputation and where possible support the development of new clients.
12. To contribute to the development of the firm's procedures and standards for client work.
13. To keep up to date with technical matters by reading and attending relevant training courses.
14. Where appropriate, work at client's premises which could include overnight stays.
15. To promptly report to their Director any concerns which may affect the firm's client relationship e.g. money laundering, unethical business practice, complaints etc.
16. To respect client confidentiality and report any issues which may affect client relationships to their Director.

Person specification

1. Must be ACA or ACCA qualified including relevant audit experience e.g. ideally 3+ years such experience.
2. Must be able to demonstrate effective management and communication skills.
3. Must be able to demonstrate effective client inter-personal and management skills including the management of client expectations
4. Must be able to actively manage own workloads and take responsibility for own development.
5. Must possess IT skills to operate in-house programmes and prepare and develop spreadsheets as necessary.
6. Must be fully conversant with audit programmes.
7. Must possess a thorough working knowledge of accounting and auditing standards, the accounting provisions of the Companies Act, and relevant taxation matters.
8. Must be able to meet strict deadlines.
9. Must have experience of effectively managing costs and business planning.

Duncan & Toplis, an employer of choice

As current holders of both the ICAEW Large Accountancy Firm of the Year Award and a recipient of the GOLD mark of distinction from Investors in Customers, Duncan & Toplis is a great place to apply and explore your talents.

We love to champion our team members, and we pride ourselves in being able to attract and retain top talent from across our region.

Our flexible working and benefits schemes are hugely competitive, and we reward our team members for their loyalty, hard work, and the results they achieve. Our team member perks enable you to enjoy a healthy work-life balance.

Actively involved in our local communities, we take our social responsibility seriously and encourage our team members to get involved in supporting local initiatives, whilst on a global level, we are members of Kreston International, which means that our team members are supported by over 25,000 peer professionals, from 200+ firms around the world.

By creating a positive working environment, we position our team right at the heart of everything we do – after all that's why our clients continually choose to work with us!

