



Job Title:	Audit Senior
Department:	Audit
Reports to:	Audit Manager
Work Hours:	35 hours per week Monday – Friday (flexible working hours available)
Location:	Glasgow or Edinburgh Office – (currently home working)

JOB PURPOSE

Working as an Audit Senior you will lead on site, off site and remote audit teams, providing a hands-on approach to delivering a service that exceeds clients' expectations and supports the partner, manager and team. You will be a problem solver, have a genuine desire to work collaboratively, manage several workloads with good organisation, and can operate confidently.

KEY RESPONSIBILITIES/ACCOUNTABILITIES

- Maintain a high level of audit knowledge and awareness of emerging issues - attending necessary training/development opportunities to support this
- Lead the planning, fieldwork and finalisation of all areas of the audit assignment
- Carrying out audit fieldwork according to the audit plan and firm's audit procedures
- Investigate and determine causes and irregularities
- Investigate and assess controls and systems
- Performing audit planning including identifying key audit risks and appropriate mitigation strategies
- Providing recommendations for improvements to clients systems and internal controls.
- Commercially aware of productivity, recoverability, fee income and client service
- Perform any other reasonable undertakings as requested by the partners and clients
- Create audit findings reports
- Attending closing meetings, as required
- Supervising and training junior members of the team (Audit Assistants)

SKILLS / ABILITIES

- Excellent multitasker who can prioritise and manage own workload
- Ability to work to tight deadlines and understand the importance of meeting client expectations
- Ability to communicate at all levels, both in writing and verbally
- Ability to perform in a collaborative fast paced environment





- Attention to detail
- Results and outcomes focussed
- Strong analytical and problem-solving skills
- Actively listens and asks probing questions
- Ability to advise on risk and other issues concisely, and articulates potential impacts in a structured manner
- Ability to adapt to working with clients in varying sectors
- Has the ability to consistently produce work of a high standard
- Demonstrates a proactive attitude
- Displays a good work ethic - showing initiative and motivation
- Ability to deal sensitively with confidential information

ATTRIBUTES / BEHAVIOURS

- Effective team member – working collaboratively across all departments
- Thrives under pressure to consistently provide work of a high quality and standard
- Professional and inclusive approach to working relationships
- Enjoys working with a wide variety of client groups and sectors
- Takes ownership of responsibilities and acknowledges limitations
- Communicates openly and respectfully
- Strives to exceed expectations
- Thinks clearly and considers impacts
- Helpful, supportive and has a willing attitude
- Operates ethically and with integrity
- Curious of and is enthusiastic about continuous improvement
- Mentor and support junior team members
- Committed to CPD

QUALIFICATIONS / EXPERIENCE

- A part qualified CA / ACCA professional with at least two years' experience in an audit environment'
- Experience of working in practice
- Has a good working understanding of auditing standards/accounting principles
- Has a good knowledge of financial reporting requirements including FRS 102
- Experience of working with audit and accounts production software
- Experience working in the Not-for-Profit sector
- Excellent IT skills are essential - good knowledge of Excel





OUR VALUES & MISSION

Alexander Sloan is committed to being a successful organisation. We define success as delivering value to:

The Partnership - Delivering value for the partnership means:

- A financially successful firm
- A firm that the partners are proud of
- A firm that supports personal growth

Our Staff - Delivering value for our staff means:

- A firm that develops its staff and enables them to fulfil their potential
- A firm that staff members are proud to be a part of
- A firm that provides its staff with attractive working conditions and rewards excellence

Our Clients - Delivering value for our clients means:

- Providing an excellent service
- Providing a service that represents value for money
- Being a trusted adviser

Alexander Sloan has six core values.

Respect	we operate in an inclusive environment treating everyone with courtesy and consideration.
Excellence	we set the highest standards and aspire to exceed expectations.
Collaboration	we work together to deliver the best outcomes.
Integrity	we believe honesty and trust is fundamental to everything we do.
Progression	we are proactive in seeking change and embracing new ideas.
Expertise	we accrue and apply knowledge to achieve the best results.

We believe that these core values combined are our **RECIPE** for success.

