



Audit Assistant Manager - Job description

Full time - Job description

About the role

Reporting to the audit partners and directors we are looking for an ambitious individual to take on the responsibilities of providing critical support to senior managers whilst also managing their own portfolio of clients. This candidate will drive efficient management of the audit jobs by scheduling, planning, supervising and reviewing assignments by the team and available resources. The candidate will also be expected to build good rapport with clients and team alike. This role has great potential for development opportunities.

Is GE right for you?

A dynamic and evolving organisation which puts individuals at the heart of its business. We provide exciting opportunities across our firm, enabling our team to achieve new heights in their career. Here you will be challenged, supported and most importantly heard, enabling you to develop your skills and grow professionally and personally.

You will receive hands on training, personal development and support from leading and seasoned practitioners, partners and experts in their field, enabling you to quickly grow your knowledge and expertise and excel in your chosen career.

How we give back

To ensure our employees know how much we value their hard work, we offer an extensive benefits and perks package. Our package covers your lifestyle, health and wellbeing, development and finances. How about an additional day off to celebrate your birthday? Or utilising our in-house mentoring scheme? And access to our Work Life Well platform? These and many more perks are included in your GE employee benefits pack. To see the full list, [click here](#).



What will the role entail?

- Reporting directly to the audit partners or the directors, depending on the size of the audit assignment
- Maintaining general contact with the client and build a close relationship as one of the main points of contact on all matters.
- Managing an audit team on site for the audit, which would include assigning work, answering questions they may have and reviewing work to ensure the quality of performance is high and consistent across the engagement.
- Identifying regulatory changes that will impact the client and communicate them effectively
- Establishing the objectives of the engagement including the issue of engagement letters, relay of timetables, issuance of audit deliverable, etc.
- Making general planning decisions with respect to resourcing, staff objectives and timelines, budgetary review and WIP monitoring, etc.
- Co-ordinating the scheduling of the audit work with client activities and requirements.
- Helping to assign the appropriate resources required to perform the field work and meet their training needs during assignments, providing guidance on matters as necessary and supervising their work to address queries raised during the assignment.
- Taking the lead on all planning aspects, working papers, fieldwork and completion work to bring the audit file to a stage ready for partner or director review prior to finalisation.
- Discuss and resolve all contentious points in auditing, accounting or accounts disclosure, seeking appropriate specialist assistance where required.
- Review and approve internal control/management letters, audit follow-up letters, and any other written communication prior to issue to the client.
- Working with other audit managers and other departments to cater to the needs of the department and the firm. Assisting in the preparation of proposal documents for new audit clients and attending networking events if necessary

Requirements

- Qualified ACA or ACCA with minimum 1 years PQE
- Experience supervising and coaching junior staff members
- Significant experience preparing accounts for owner-managed business including consolidations
- Audited companies across a range of industry sectors is an advantage
- Extensive knowledge of FRS 102 is essential
- Knowledge of IFRS accounting frameworks is an advantage.
- Up to date working knowledge of financial reporting, auditing standards and company law.
- Experience in managing a portfolio of clients is beneficial
- Knowledge of CCH, AP2 accounting software and/or Audit Automation is an advantage.
- Fully conversant with strong knowledge of Microsoft Office packages required with a focus on Excel skills.
- Knowledge of accounting packages such as Sage, QuickBooks and Xero is an advantage.
- Experience in working at client premises.
- Willing to travel to clients.
- Excellent communication and interpersonal skills.
- Good English, both written and verbal.
- Good time management with ability to meet tight deadlines.



Want to learn more about life at GE?

Use the QR code below to hear what our team have to say.

