

Assistant Manager

Business Unit	Professional Services	Department	Assurance and Business Services
Reporting Line		Location	Various

Role Overview

Job purpose

To plan, perform and complete the audit process for each assignment.

Key Responsibilities

Client Contact

- Regular discussions with the client to confirm progress, identify solutions to any hurdles and ensure reasonable expectations are met.
- Establish relationship with key contacts at the client.
- Identify and highlight any opportunities for Evelyn Partners apparent from work undertaken.

Staff management

- Assist and perform training of junior staff.
- Plan, assign, monitor and review work of junior staff.
- Complete assessment forms of audit team.
- Monitor adherence to budget.

Technical

- Assist with the planning of audits and accounting assignments.
- Perform work in accordance with Evelyn Partners audit and assignment procedures.
- Ensure all areas of the work are completed with any exceptions to this being agreed with the manager.
- Prepare draft accounts/report and completion memo (including identification of control weaknesses or areas of improvement) for review by manager.
- Understand and appreciate key commercial aspects of the clients business.

Organisational

- Provide regular progress reports to the manager.
- Identify and discuss with manager issues/problems and agree and complete appropriate actions.
- Ensure deadlines met.
- Be able to work on several different assignments at one time.

Staff development

- Attendance on courses.
- Technical reading.
- Attend client meetings

Key Skills and Experience

- Demonstrable audit and accounts experience gained within a professional services firm.
- Strong communication skills, both internally and directly with clients.
- Demonstrable experience of supervising others and delegation of work.
- Demonstrable ability to organise self and others, such that you can work on several different assignments at one time.

Professional Qualifications and Education

- ACA/ACCA qualified or equivalent.

Key Competencies

- Judgement: be able to take a situation and reach a suitable conclusion based on information available.
- Planning and organising: demonstrable ability to organise self and others, such that you can work on several different assignments at one time.
- Customer focus: develop relationship and gain confidence of client.
- Commercial awareness: awareness of the key business drivers and the commercial pressures affecting the client.
- Teamwork: ability to optimise the team's performance and fulfil the needs of each team member in terms of personal and professional development.
- Technical expertise: technically competent.
- Communication Skills: Strong communication skills, both internally and directly with clients.

Our Values and Behaviours

Personal

- ★ We take time to listen to & understand people's individual needs
- ★ We treat everyone fairly & with respect
- ★ We are honest & genuine

Performance

- ★ We are ambitious for our clients and act with their interests in mind
- ★ We keep our promises & deliver excellence at pace
- ★ We lead the way and embrace new ways of working

Partnership

- ★ We build lasting, mutually beneficial relationships
- ★ We value everyone's contribution
- ★ We partner across the full breadth of our expertise to create shared value