

Job Profile

Corporate Services Team

Corporate Reporting and Audit	Semi-Senior	Grade 2
Main job purpose	To work with the team to ensure timely and accurate delivery of technical audit and other assurance services.	
Key responsibilities	<p>To support seniors on larger assignments:</p> <ul style="list-style-type: none"> • Complete tasks allocated to standard required by senior • Receive feedback & discuss this with the senior, learning from this to apply next time <p>Lead smaller assignments with assistance from other members of the team as required:</p> <ul style="list-style-type: none"> • Completing assignments for managers & assistant managers to level required • Delegate tasks to new trainees and provide on-going feedback • Act as role model for new trainees <p>To pass professional exams:</p> <ul style="list-style-type: none"> • Meet all deadlines and dates set • Meet all requirements of the Dafferns training policy • Plan study throughout the year producing consistent results above class average • Complete the requirements of the Initial Professional Development Programme, or other such work experience requirements as stipulated by the relevant Institute, on a consistent and timely basis • Completion and submission of timesheets within set deadlines • Builds relationships with clients and maintains client confidentiality outside the office including on client premises 	
Reporting, relationships & management	<ul style="list-style-type: none"> • Support Seniors • Report to Assistant Managers and Managers • Assisting Managers with client portfolio • Delegate work to new trainees • Liaise with clients to assist with planning and to complete assignments 	
Qualifications & experience	<ul style="list-style-type: none"> • ACA / ACCA Part-qualified • Appropriate relevant experience in a similar role or environment • Driving license preferable 	

Technical, training & skill levels	<ul style="list-style-type: none"> • Studying towards accountancy qualification ACA / ACCA – part qualified or finalist • Effective use of IT including Excel, audit and accounts packages, Outlook • Maintains high professional standards of conduct and practice • Self-motivated to study • Able to organise and manage time efficiently and effectively whilst being flexible • Confident with good communication skills • Takes responsibility for work tasks and quality, managing own workload and deadlines in conjunction with manager • Shows enthusiasm and commitment to undertaking tasks as required and in particular in seeing tasks through to completion • Builds rapport with peers internally and externally • Is aware of and communicates budgets and timescales to junior team members • General understanding of the other service lines
Personal development (refer to the relevant role framework and grade expectations)	
<ul style="list-style-type: none"> • Mercia Trainee Programme courses as appropriate • Internal training courses • In conjunction with AAT / ACA / ACCA studies 	
Additional duties (option to add duties e.g. for Specialist roles)	
Any other ad-hoc duties relevant to the demands of the role	