



## Audit & Assurance Trainee (Graduate) Job Description

### **Audit & Assurance (External Audit)**

In Audit & Assurance, your value starts with underpinning the accuracy of an organisation's financial information. Your role will be to obtain evidence as to whether our client's financial information represents a true and fair view in accordance with the accounting standards. You'll gain a detailed understanding of your client's organisation, identify key risks and design strategies to mitigate them.

Your time will be split between working on audits and studying for your professional exams. During the first year, you will assist the Audit Manager who will provide training and support throughout. You'll get to work with clients from various industries with the aim of gradually gaining enough experience throughout the programme to begin leading audits yourself.

### ***Job Role:***

As an audit trainee your daily tasks will involve:

- Reviewing client financial data such as invoices, payroll records, and bank statements.
- Researching client background to understand their industry better.
- Improving communication skills and connecting with key client contacts.
- Documenting audit findings in line with the Auditing Standards
- Participating in client and co-op meetings.
- Taking part in internal technical training sessions.

### ***Clients***

Our audit clients operate in a range of diverse sectors, including but not limited to:

- Health & Welfare;
- Education & Training;
- Renewable Energy;
- Social Housing;
- Retail;
- Publishing; and
- Arts & Culture.



## **Professional Qualifications**

As part of the graduate role, you will be expected to undertake a training contract towards the Chartered Accountant Qualification (ICAEW)

The ICAEW Chartered Accountant qualification, the ACA, a globally recognised qualification. It is valued around the world in business, practice and the public sector.

## **Other areas of work**

We provide the full range of accounting services. Alongside audit, your work may include the following:

### **Other Assurance Services**

- Independent Examinations;
- Grant Audits

### **Accounts Preparation**

- Preparing accounts for co-operatives, community benefit societies, CICs, companies limited by guarantee, and charities.
- Liaise with clients and provide advice on controls and processes.

### **Management accounts**

## **Practice Management: Worker's Co-operative**

We are uniquely organised as a worker's co-operative and use the system of sociocracy to best function as an effective and efficient co-operative.

Sociocracy combines consent decision-making, a decentralized system of authority and intentional processes to improve our decisions and processes over time into a governance system that supports effective and efficient process while increasing connection, listening and co-creation among members.

As part of this members are expected to take part in the management of Third Sector Accountancy, which will include, but not be limited to:

- Take an active role in the day to day running of the co-op;
- Attend monthly co-op meetings and take part in co-op discussions;
- Participate in sociocratic circles as part of practice management;
- Bear in mind the 7 co-operative principles in your day to day working; and
- Learn and adhere to sociocratic ways of working