

Audit & Accounts Manager **McCabe Ford Williams Sittingbourne**



McCabe Ford Williams Sittingbourne requires an Audit & Accounts Manager to join their expanding team. The role will be split between audit and accounts, incorporating business services with the exact split dependent upon the successful candidate's previous experience.

Job description

Applicants should be able to manage both small and larger audits reporting to the partner as appropriate, as well as being competent to produce and review accounts for various forms of entities. The ability to organise and prioritise regular commitments such as bookkeeping, management accounts and VAT Returns is key.

There will be responsibility for reviewing the work of staff at all levels on jobs to ensure satisfactory completion of assignments.

A good knowledge of accounting standards for all size entities and the charities SORP will also be beneficial. The ideal candidate should be hard working, motivated, organised, driven and enjoy working in a team.

Day to day responsibilities will additionally include:

- Managing a portfolio of clients including assignment/resource planning and scheduling, assignment/deadline management, dealing with client queries and billing.
- Manage client relationships and identify opportunities for selling of additional services or advice.
- Participate in professional development activities.
- Supervising and controlling completion of audit and accounts assignments.
- Planning audit assignments and tailoring audit programmes to suit the client's business environment and risks.
- Ensuring completion of all documentary requirements on audit assignments.
- Review work of audit and accounts staff, including at client's premises where appropriate, ensuring quality in compliance with professional standards/requirements.
- Liaising with Partners where significant audit and accounting issues arise.
- Potential attendance at meetings with clients on occasions where conflicts in a Partner's diary occur.
- Managing and reviewing regular commitment assignments such as bookkeeping, management accounts and internal audit visits, ensuring they are completed in accordance with expected timescales.
- Supervise and ensure compliance with the firm's procedures within the department, promoting the use of Practice Management and the Staff Planner.
- Involvement in staff training and development, including review of staff recoveries and efficiency.
- Participation in the appraisal process for staff.
- Act as a training manager for an assigned office trainee as part of the office 5 year training programme, which includes the following expectations:
 - Check allocated trainees on a monthly basis, check in with them to ensure exams booked by them in accordance with their agreed training plan.
 - Ensure enough time has been allocated by them to study.
 - Ensure staff planner reflects trainees departmental/specialist training for each year.
 - Discuss any college reports/results we have received.

- Discuss any issues that have arisen in the work place that are not/cannot be resolved by the training mentor.
- Provide feedback at Management Meetings on trainee progress
- Pass on relevant information to inform the annual appraisal/training record process.
- Assess performance of trainees and identify additional training needs.
- Review recovery rates of trainees.
- Attendance and participation in monthly management meetings.
- Contribute to non-client work and practise development, possibly including networking, production of factsheets or other marketing material and improvements to internal processes or systems.
- Potential participation in staff recruitment.

Please note some audit experience is essential for this position.

Hours full time - 37.5 per week.

For the right candidate there is significant development potential.

Salary dependent on experience.

CV Applications should be sent to sittingbourne@mfw.co.uk. When emailing your application please ensure you write Audit & Accounts Manager vacancy in your subject title.

For more information about McCabe Ford Williams please visit our [website](#).