



## Job description - qualified accountant

### Technical

- Planning audits
- Concluding audits
- VAT, R&D, capital allowances or other advice according to specialism
- Developing business plans and projections; advising clients and reporting to boards
- Preparing accounts
- Carrying out audit fieldwork
- Communicating with client and HMRC
- Complying with all firms systems and procedures

### Management - technical

- Reviewing accounts prepared by other team members
- Reviewing corporation tax returns
- Reviewing audit fieldwork carried out by other team members
- Reviewing audit planning and conclusion
- Reviewing bookkeeping
- Signing off accounts (Practising Certificate dependent)
- Acting as independent examiner (Practising Certificate dependent)
- Acting as statutory auditor (once RI status obtained)

### Practice management

- Dealing with new enquiries, meeting and onboarding new clients
- Helping to manage practice workload
- Ensuring that other team members comply with all firm's systems and procedures

### Training

- Helping to train new staff
- Undertaking CPD and other training as required

### Professional conduct

- Ensuring personal professional ethics and standards of conduct are maintained
- Working cooperatively while mindful of the 7 cooperative principles in day to day working.