Job Description

Job Title: Assistant Manager
Location: Cambridge, Cambridgeshire
Department: Audit
Line Manager Job Title: Group Audit Director

Overview

To provide efficient support and assistance to partners and managers, ensuring that deadlines are met, technical work is carried out in accordance with the firm's procedures and the highest standard of client care is maintained. The role takes responsibility for the completion of audit and accounting assignments for our client base, in accordance with PEM's technical standards and procedures.

Key accountabilities

- Leading the audit fieldwork teams for key assignments within our client base, including specifically, completion of the audit work on the key risk areas.
- Provide pro-active and efficient assistance to managers in the day to day management of their portfolios, ensuring timely and accurate completion of jobs within budget.
- Carry out planning and budgeting of assignments prior to commencement, and keep on top of progress during the assignment, drawing attention to any problems.
- Reviewing work undertaken by trainees, ensuring it is critiqued to support team development and is up to standard ahead of manager review.
- Ensuring that job budgets are completed and compared to actual time, and that explanations are obtained and recorded for any variances.
- Generally ensuring that the firm's quality assurance procedures are maintained and that client care is excellent.
- Assisting with billing and reduction of write-offs.
- Monitoring own compliance with chargeable hours targets.
- Staying up-to-date on the latest technical developments.
- Work to identify marketing opportunities both for additional services with existing clients
- and introducing new clients to the firm, including starting to build your own external networks.

PEM
Salisbury House
Station Road
Cambridge CB1 2LA

t. +44 (0)1223 728222
e. hello@pem.co.uk

pem.co.uk

1875 Accounting Limited t/a PEM.
A full list of Partners can be found on our website.

Company Registered Number: 17014349
Registered Office Address: Salisbury House, Station Road, Cambridge, United Kingdom, CB1 2LA
Country of Registration: England

Regulated for a range of accounting and investment business activities in the UK by the Institute of Chartered Accountants in England and Wales. PEM Insolvency Practitioners are licensed to act in the UK by the Insolvency Practitioners Association and when acting as receiver or administrator contract without personal liability.

Person specification

- AAT and ACA qualified.
- Good compliance and technical knowledge.
- Excellent communication skills.
- Professional attitude, ensuring PEM values are maintained and promoted at all times.
- Proficient at all Microsoft Office apps, specifically, Excel, Word and PowerPoint, together with case and document management systems (FibreCRM, Intapp etc.).
- Ability to juggle priorities and plan work effectively.
- Excellent time keeping and time management skills.