Job Description

Job Title: Assistant Manager – Charities & Not-for-Profit
Location: Cambridge, Cambridgeshire
Department: Audit and Accounts
Line Manager Job Title: Group Audit Director

Overview

As an Audit Manager specialising in charities and non-profit you will manage the smooth running of your client portfolios and ensuring technical work is carried out to the highest standard and that audit challenges are met head on.

Our Charity and Non-profit team provide specialist audit and business advisory services to more than 250 charities and non-profits in the UK. We work with registered charities, registered companies with a social purpose, community benefit societies, CICs or CIOs. You will have the chance to work with a range of clients managing your own client portfolio with turnovers typically from £1 million up to £20 million, providing you with a unique opportunity to make a significant impact in the sector.

You will lead audits from planning to completion supporting your audit team and working with charity senior managers and trustees. As part of the audit and accounts team you will work with corporate audit and accounts colleagues to support the firm's strategic aims, marketing and commercial objectives. You will excel at portfolio and client management, team oversight, and business development. You'll be a strategic thinker, a proactive problem solver, and someone staff feel comfortable approaching for guidance.

Key accountabilities

- Managing assignments from planning through to completion for partner approval.
- Overseeing job costs, billing and work in progress.
- Assisting with detailed work on complex assignments when necessary.
- Planning, reviewing and finalising audit work, and preparing and reviewing other deliverable documents for clients.
- Developing junior staff through 'on-the-job training' and providing guidance when required.
- Supporting the performance appraisal process.
- Delivering excellent customer service to our clients in a timely manner.
- Supporting business development for the firm, identifying new opportunities and assisting with the tender process.

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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

- Qualified ACA/ACCA
- Experience of leading audits within a professional services environment specifically charities and non-profit organisations.
- Experience of working with UK GAAP and the Charities Statement of Recommended Practice (SORP).
- Demonstrable working knowledge of accounting and auditing standards, industry specifics and their application.
- Significant experience managing portfolio of clients
- Excellent communication skills with the ability to build positive relationships across all levels of the organisation
- Proficient attention to detail to ensure accuracy
- Ability to balance multiple priorities and deliver to strict timelines.