



JOB DESCRIPTION

Role : Qualified Senior / Not for profit specialist
Reporting to : Managers / Director /Partner – Not for Profit Team

Team: Audit & Accounts

Overview of role

Taking responsibility for the completion of NFP audit and accounting assignments both within and outside of the office, in accordance with PEM's technical standards and procedures. You will also be responsible to your manager for those jobs under their control.

Nature of Work

General accounting role involving mainly audit work, with some accounting jobs and taxation computations. Work will be detailed and you may provide a supervisory role to students in respect of other client work. The client base is varied and interesting.

Main responsibilities and duties

1. Planning and budgeting of jobs prior to commencement, obtaining partner agreement to plans before starting assignments.
2. To present a complete file for review with accounts and tax computations drafted, all audit programmes signed off and queries listed.
3. Where you are responsible for supervising a job carried out by other staff, you are expected to monitor progress (including time and budget constraints) and highlight problems to your manager/partner as they arise.
4. Work of junior staff under your control should be reviewed on completion of assignments before the completed file is passed to your manager/partner for final review. Junior staff should be fully briefed/appraised on the nature and purpose of work allocated to them. You should ensure junior staff have the necessary skills and help to develop them through on the job training and supervision.
5. All routine correspondence should be dealt with on a timely basis, any delays being notified to your manager.
6. To identify opportunities and assist managers/partners in successfully marketing PEM by highlighting additional services to existing clients and introducing new clients to the firm.
7. Generally ensuring that firm's quality assurance procedures are maintained and that client care is of an exceptional standard.

General comments

Keep technically up-to-date particularly in those areas in which you are involved and maintain personal CPE records. Continue to gain expertise in other areas such as commercial and personal development.

pem.