

JOB DESCRIPTION

Job title	Assistant Manager
Location	Cambridge
Department	Audit (NFP)
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 Not for profit client base, in accordance with PEM's technical standards and procedures.

Key accountabilities

- Leading the audit fieldwork teams for key assignments within our Not for profit 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.
- Working alongside Partners and Managers on new tendering opportunities to produce formal proposals and deliver tender presentations

Person specification

- CCAB qualified
- Good compliance and technical knowledge, including the Charity SORP
- 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.)
- Proficient in audit and accounts preparation software - Caseware
- Ability to juggle priorities and plan work effectively
- Excellent time keeping and time management skills
- Passionate and committed to working with Not for Profit clients