

Job description Audit Senior / Supervisor

Job Overview

A qualified ACCA, CA, or equivalent with at least two to four years post qualification experience.

Key Accountabilities and Responsibilities

Technical performance

- Prepares or reviews reports, documentation and correspondence.
- Keeps up to date with latest accounting and auditing developments (Companies Act, IFRS, ISA and others).
- Identifies issues including those in judgemental areas; researches them and consults with others before referring to superior with proposed solution.
- Identifies statutory and regulatory changes that will affect own clients.
- Produces quality client correspondence for review by Manager, including a complete management letter.
- Ensures subordinates apply the firm's audit approach; maintains quality control.
- Demonstrates an understanding of tax issues of the client and their impact.

Customer focus

- Establishes close working relationship with client; understands the main issues.
- Maintains regular contact with client before, during and after the assignment.

Internal value

- Acts as in-charge on audit assignments, including supervision of a team of at least three.
- Plans assignments in accordance with firm's procedures and with minimal guidance except in areas outside own experience.
- Ensures liaison with tax departments is organised and timely clearance obtained.
- Produces a largely complete 'end product' with a list of outstanding issues to be addressed at a clearance meeting.
- Reviews accounts and comments on their adequacy.
- Supervises a small number of assignments at the same time and manages overlaps between assignments, meeting deadlines with or without assistance.
- Lists queries for subordinates to respond to and ensures all comments are cleared on a timely basis. Reviews files prior to manager review.
- Prioritises own workload to ensure efficient completion.
- Puts together a final engagement memorandum for Manager/Partner review.
- Ensures utilisation of Audit Assistant/Semi-Senior to meet the firm's targets.

Development of the business

- Actively seeks to identify/develop opportunities for assisting client.
- Shows understanding of client's business needs and takes initiative to extend firm's services with the client.
- Refers to other departments, usually via a manager, in the normal course of his, always extending his network of contacts in the firm.

Financial management

- Keeps control of overtime levels worked by junior staff on assignments.
- Prepares realistic budget for assignment in line with strategy; analyses variances against budget for review by superiors; monitors costs on a fortnightly basis.

Management of people

- Provides leadership, guidance and counselling to a group of staff, actively developing staff through general support and continuous assessment.
- ‘Manages’ the client to achieve audit objectives.
- Completes Performance Reports for subordinates in accordance with firm’s guidelines and is prepared to highlight areas requiring improvement.
- Plans allocation of work well in advance, matching individual’s ability and experience to the requirements of each job.
- Takes part, where requested, in tutoring on in-house firm courses for subordinate staff.

Planning the business

- Suggests ideas for improvement of next year’s assignment.

Development of products/services

- Actively maintains up-to-date knowledge of, and understands, the firm’s products and services and how the firm works as a business.

Education and Professional Skills/Knowledge

- Have obtained a professional designation (ACCA, CA, or equivalent).
- Strong analytical and problem-solving skills.
- Excellent verbal and written communication skills.
- Results oriented.
- Proficiency with MS Office (including Word, Excel and PowerPoint).
- Ability to prioritize and manage multiple tasks and deadlines.
- Has 3-4 years of experience in Auditing.

Working Environment

- Typically working in an office environment, with minimal physical activity. May require long periods of sitting and concentration when working with data.
- This role may require regular travel to other offices and/or client sites and can increase in frequency depending on client and/or business needs.

Remuneration

- At BDO, we believe that when our people feel valued and rewarded, their potential is unlimited. We offer highly competitive starting salaries and review remuneration packages regularly to ensure that our pay always positively reflects performance.
 - Fully furnished accommodation excluding payment of utilities
 - Other benefits including one return air ticket for annual vacation.
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Resumes to be sent to:

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SIMION CHANYEKA

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