

## **Auditor**

Based predominantly at our Wigan office and out at clients. Work as part of a team of 12 to provide audit and accounts support to the Audit Seniors. This opportunity is for a full-time position, working 37.5 hours per week over 5 days on a permanent basis.

### **Key responsibilities will include:**

- To assist the audit seniors on a variety of audits from planning to completion, including stock take attendance.
- Deal with audit and accounting matters and document work done and conclusions.
- Preparing statutory accounts using IRIS (mainly under FRS102).
- Draft corporate and personal tax returns and routine compliance work.
- Liaise with clients ensuring timely delivery of services and dealing with queries.
- Use of Excel spreadsheets to present and analyse key information
- Ensure client accounts and tax affairs are organised and up to date with new information and key changes.

The current workload is approximately split between 80% audit and 20% non-audit but may change seasonally.

Audit sectors include, but are not limited to, construction, manufacturing, hospitality and leisure.

### **Key skills & experience:**

- Minimum AAT qualification or equivalent (qualified by experience would also be considered)
- 2+ years' audit experience within a similar role
- Audit automation (CCH online) is the audit programme used by Fairhurst.
- Cloud based software is used regularly by clients so knowledge of Xero and Sage would be beneficial.
- Microsoft Word and Excel skills
- Proactive approach.
- Must be able to think clearly and document work accurately and concisely.
- Persistent, resourceful, self-motivated and be able to work to deadlines.