

Fairhurst is an independent practice of chartered accountants and tax advisers based in Wigan, Lancashire. Our professional excellence and commitment to our clients has firmly established Fairhurst as one of the leading independent practices in the Northwest. We have successfully acted for many owner-managed businesses for over 80 years as accountants, auditors, tax specialists, payroll bureau and trusted advisors, our clients ranging from SME's to large international groups and listed entities.

Job description: We have an exciting opportunity for a **Senior Audit Manager**.

Based at our Wigan office and working as part of our Audit team. You'll be someone who is both comfortable working proactively and managing your own tasks, as well as confident collaborating with others and communicating regularly with clients, senior managers, directors, and partners to help businesses effectively. You'll be encouraged to identify and draw attention to opportunities for enhancing our services.

This opportunity is for a full-time position, working 37.5 hours per week over 5 days on a permanent basis. We offer a flexible working week between the hours of 8am and 6pm.

Key responsibilities will include:

- To manage and schedule a portfolio of audits from planning to completion and to supervise junior members of staff
- Identify complex audit matters, dealing with them where appropriate and referring them on to the partner when necessary
- Ensure files are complete and ready for Partner review and that all pertinent points are raised in a timely manner.
- Liaise with clients ensuring a timely delivery of services and manage the relationship in a professional manner
- Handling any client queries
- Organise client meetings including agendas and memos
- Organise and lead Team Meetings
- Managing staff appraisals and development

The successful candidate will be able to:

- Effectively manage both individual and staff time
- Use Excel spreadsheets to present and analyse key information
- Appropriately communication feedback with staff and partners
- Maintain positive relationship with clients, potential clients, introducers, and key stakeholders
- Encourage a positive office culture and good team morale

Responsibilities to focus on Performance

- Budget responsibility
- Effective use of a variety of auditing methods (including data analytics) to improve efficiency
- Audit quality and cold file review outcome
- Fees including efficient billing

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

Key skills & experience:

- Minimum 3 years post ACA/ACCA qualification, preferably 5 years
- 1+ years' audit experience within a similar role
- Caseware / Mercia Audit methodology knowledge
- Use of data analytic tools
- Excellent attention to detail
- Microsoft Word and Excel skills
- Proactive approach
- Must be able to think clearly, deliver quickly and accurately
- Persistent, resourceful, self-motivated and be able to work to deadlines
- Ability to build effective working relationships – internal and external