



Corporate Services Assistant

Overview

Dafferns is a leading audit and accounting firm dedicated to providing excellent service to our clients across various industries. We provide audit, assurance, accounts, tax, and advisory services, with proactive advice and ethical tax planning - we work with ambitious small, medium, and large UK and international businesses, charities, business owners and private individuals. As we continue to grow, we are seeking a talented individual to join our team as a Corporate Services Assistant to ensure timely and accurate delivery of technical audit and other assurance services.

Job description

The Corporate Services Assistant will work closely with semi-seniors and seniors on assignments to perform audit procedures and assist in delivering high-quality services to our clients. This role offers an excellent opportunity for individuals interested in pursuing a career in audit and gaining practical experience in a dynamic professional environment.

Key responsibilities

- Understand the requirements of each assignment such as timing, location, work required
- Complete all tasks allocated by semi-seniors and seniors to a high standard
- Receive feedback and discuss this with the semi-seniors and seniors, to apply in future
- Seek guidance on each assignment from the semi-seniors and seniors as required
- Pass professional exams and meet all deadlines and dates set
- Meet all requirements of the Dafferns training policy
- Plan study throughout the year producing consistent above class average results
- Complete the requirements of the IPD / PER programme, or other such work experience requirements as stipulated by the relevant institute, on a consistent and timely basis
- Ensure compliance with relevant standards, regulatory requirements, and internal policies and procedures
- Stay aware of changes in auditing standards, regulations, and industry trends
- Actively participate in training sessions and professional development opportunities to enhance knowledge and skills
- Maintain client confidentiality outside the office including on client premises
- Liaise with clients to clarify facts and information in a professional manner
- Assist with small client portfolios
- Work collaboratively with team members to achieve tasks efficiently and effectively
- Support colleagues and contribute to a positive and inclusive team environment
- Build relationships with peers internally and externally
- Assist with administrative tasks related to audit engagements, including scheduling meetings, organising audit files, and maintaining documentation
- Completion and submission of timesheets within set deadlines
- Learn and understand about other service lines



Qualifications and skills

- Self-motivated to study AAT, ACA, ACCA
- Strong analytical skills and attention to detail
- Ability to organise and manage time efficiently and effectively
- Excellent communication and interpersonal skills
- Ability to work effectively in a team environment and independently when necessary
- Take responsibility for work tasks and quality, managing own workload and deadlines under supervision
- Show enthusiasm and commitment to undertaking tasks as required and in seeing tasks through to completion
- Maintain high professional standards of conduct and practice
- Experience in Microsoft Office Suite (Excel, Word, PowerPoint)
- Prior experience in audit or accounting is advantageous but not required

Benefits

- Competitive salary and benefits package
- Opportunities for career growth
- Supportive work environment with a focus on professional development
- Exposure to diverse clients and industries

Application

Please submit your CV and cover letter by email to careers@dafferns.com



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