



Corporate Services Semi-Senior

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 Semi-Senior to work with the team to ensure timely and accurate delivery of technical audit and other assurance services.

Job description

The Corporate Services Semi-Senior will work closely with seniors and managers to support them on larger 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

- Complete all tasks allocated by seniors to a high standard
- Receive feedback and discuss this with the seniors, to apply in future
- Lead smaller assignments with assistance from other members of the team
- Complete assignments for managers to level required
- Delegate tasks to new trainees and provide on-going feedback
- Be a role model for new trainees
- 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 Initial Professional Development 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
- Build relationships with clients to clarify facts and information in a professional manner
- 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
- Be aware of and communicate budgets and timescales to junior team members
- 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

- Appropriate relevant experience in a similar role or environment (2 years or more)
- ACA / ACCA part-qualified
- Self-motivated to continue studying towards accountancy qualification ACA / ACCA (part-qualified or finalist)
- 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 in conjunction with manager
- Show enthusiasm and commitment to undertaking tasks as required and in seeing tasks through to completion
- Maintain high professional standards of conduct and practice
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) and accounting software
- Driving licence preferable

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



Trainee Development - Platinum



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