



Corporate Services 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 Senior to ensure timely and accurate delivery of technical audit and other assurance services.

Job description

The Corporate Services Senior will work closely with managers to lead audit engagements, oversee audit procedures, and provide guidance to trainees to ensure delivery of 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

- Lead audits and be responsible for assistants within the audit team to ensure delivery within agreed timetable
- Prepare and audit statutory accounts
- Manage workload to ensure all tasks are completed according to deadlines and within budgets set
- Liaise with clients to ensure that information is received in sufficient time to prepare accounts and complete the audit
- Investigate all audit issues to arrive at a proposal or solution
- Able to carry out ad hoc assignments with assistance
- Take responsibility for own workload and performance indicators
- To identify opportunities for additional work / cross selling
- Apply knowledge of Dafferns services, specialisms, markets and core client base, highlighting potential business opportunities to line manager
- Develop assistants in the team by on the job training, directing and supervising their work
- Receive feedback and discuss this with the managers, to apply in future
- Report to Managers, Directors or Partners depending on assignment
- Delegate work to and review work of trainees and semi-seniors
- Organising a small client portfolio as lead auditor
- Maintain liaison with clients to ensure completion of assignments is in line with planned timescales
- 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
- 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 (3 years or more)
- Recently professionally qualified or finalist – ACA / ACCA
- Strong analytical skills and attention to detail
- Good compliance skills with limited supervision
- 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
- Be aware of relevant financial targets and constraints, contribute to achieving these, keeping managers informed of progress
- Convert options into recommendations and resolutions
- Understand need for continuous learning
- Maintain high professional standards of conduct and practice
- Effective use of Microsoft Office Suite (Excel, Word, PowerPoint) and accounting software
- Driving licence preferred

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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