

Audit Assistant with ACCA or ICAEW study package

This position is for an Audit Assistant in our Audit team – joining us as a university graduate to achieve a professional accountancy qualification. Please note this role is for a September start date.

This will involve being enrolled onto either the ICAEW or ACCA student course to work towards a qualification as a Chartered Accountant (ICAEW) or Certified Chartered Accountant (ACCA) with study package fully included as well as internal training within a supportive environment.

Through our memberships of AGN International and Mindshop, we guide, develop and mentor our team members. We are also a Platinum ACCA Approved Employer for Trainee Development, an Authorised ICAEW Training Employer and an award-winning training firm.

Dafferns is a leading audit and accounting firm dedicated to providing excellent service to our clients across a wide range of service, industrial and not for profit sectors. 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.

Job description

An Audit Assistant works as part of the Audit team, assisting on audit, assurance and accounts compilation assignments, mainly for small and medium sized UK companies and charities, reporting under UK GAAP.

Key responsibilities

- 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
- 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

Qualification and skills

- A degree from a recognised University, preferably a 2.1 or 1st
- 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 work 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
- A full-time position, 37.5 hours per week

- Ongoing training package, which includes:
 - ICAEW/ACCA fully funded study package
 - Block/day release for study, or home study through a recognised training provider (such as Kaplan or BPP)
 - Creation of your personal development plan
 - Online external training and CPD courses
 - Structured internal training sessions, soft skills training, on assignment training and internal mentoring within the team

- Developing a problem-solving mindset – every member of the Dafferns team completes the Mindshop advisory fundamentals training
- Annual holiday starting from 22 days per annum, plus bank holidays and 3 ½ days between Christmas and New Year
- Company pension – 4% employee / 4% employer contributions after qualifying period of 3 months
- Bupa cash plan
- Death in service life cover (with up to six times salary) after qualifying period of 3 months
- Income protection insurance after qualifying period of 3 months
- Mental health, wellbeing and work life balance – the clear culture at Dafferns is to support our team by being open and signposting help and resources, should they need it
- We have regular social events for all the team – including our annual Team Day out, Christmas Party, charity Tennis event, team BBQ, and informal get togethers at lunchtime and after work

How to apply

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

CVs and letters are considered and reviewed until we fill the position.

