

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 an **Assistant 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 be the key point of contact during audit
- To manage on a variety 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 Senior Audit Manager when necessary
- Audit files and reviews
- Ensure client files are organised and up to date with new information and key changes
- Liaise with clients ensuring a timely delivery of services and manage the relationship in a professional manner
- Handling any client queries
- External letters to clients, HMRC and statutory bodies
- Organise client meetings including agendas and memos
- Organise and contribute to team meetings
- Planning and work schedules to optimise yearends, interims, stocktakes, IR forms and statutory deadlines
- Effective management of both individual and staff time management
- Use of Excel spreadsheets to present and analyse key information

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

Key skills & experience:

- Qualified ACA qualification or equivalent (qualified by experience would also be considered)
- 1+ year 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 – internally and externally