

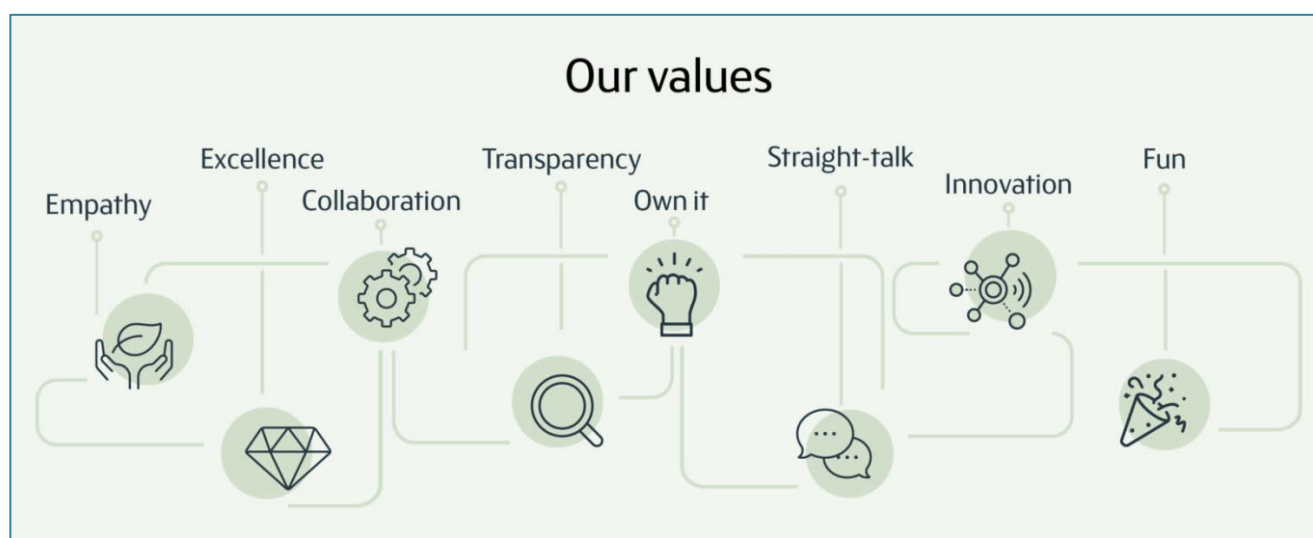


Ashcroft



# Join our herd

Ashcroft is a full-service business and tax advisory practice focused on entrepreneurial businesses and private clients. Based in Cambridge with 40 staff and partners, the firm has a proven track record of delivery and a carefully chosen group of successful clients.



We set the highest possible professional standards, and maintain an informal, but challenging environment to enable the whole team to contribute to the success of our clients, our own business as well as everyone's career. We make significant investment in the training and personal development of every team member to keep our people as motivated and effective as possible. We know too, that our focus on providing our clients with the best advisory services, and not just compliance, makes a difference. It guarantees that the training and experience our team acquire is the most stimulating and complete it can be.

## Senior Manager – Business Services

The position of Senior Audit and Accounts Manager is a key role within our growing firm, as you will be responsible for managing the delivery of a variety of technical work and advice to a large proportion of our business clients. Your portfolio will be weighted towards audit, with an estimated minimum of 70% of your chargeable time being dedicated to these clients.



### Overview

This is an ideal role for a highly motivated and experienced auditor who is looking to broaden their experience and prospects working in a challenging and collaborative environment. You will need solid knowledge of the audit and accounting standards, business tax and have the excellent interpersonal skills needed to oversee a small team of qualified staff and trainees. You will take a prominent role in the technical development of the audit team. You will be expected to proactively contribute to the management of the practice in areas such as systems development and procedural issues. The successful candidate will have a proactive approach to their role, which offers a high degree of autonomy, with excellent opportunities for growth and leadership for those able to develop the portfolio and contribute to the firm's success.

### A typical week might include: -

- Planning and completion meetings with clients, including site visits
- Review of audit files
- Execution of specialist project work generated from both client portfolio and wider practice
- Delivering technical updates to team
- Employee mentoring
- Management meetings

## Specification

Primary role	Profitable management of a substantial client portfolio, delivering exemplary client service and contributing towards the future development and success of the firm.
Indicators of success	<ul style="list-style-type: none"> <li>• Excellent client engagement</li> <li>• Strong financial performance within given portfolio</li> <li>• Creation of high-quality audit team</li> </ul>
Behaviours	<ul style="list-style-type: none"> <li>• Ambassador for the brand</li> <li>• Professional &amp; personable</li> <li>• Demonstrates the core values of the firm</li> <li>• Collaborative and respectful approach to all relationships</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Management of substantial portfolio of a wide variety of business clients</li> <li>• Management of audit, accounts, and corporation taxation compliance assignments in line with firm's standard procedures</li> <li>• Participation in client meetings and ad-hoc assignments as appropriate</li> <li>• Delivery of client service charter</li> <li>• Management of portfolio lock-up and recoveries through billing activities</li> <li>• Development of portfolio through cross-selling and new client wins</li> <li>• Contribution towards development of technical audit and accounts competences in the business services team</li> <li>• Participation in departmental resource planning</li> <li>• Carrying out other duties as are within the scope, spirit, and purpose of the role</li> </ul>
Reports to	<ul style="list-style-type: none"> <li>• Director of Business Services</li> </ul>
Direct reports	<ul style="list-style-type: none"> <li>• Small number of recently qualified employees and/or trainees</li> </ul>
Qualifications and experience required	<ul style="list-style-type: none"> <li>• Fully qualified ACA / ACCA</li> <li>• Practice background</li> <li>• Experienced in managing audit and accounts assignments</li> <li>• Experienced in managing client relationships</li> <li>• Experienced in dealing with corporates and owner managed businesses</li> <li>• Strong commercial acumen</li> <li>• Minimum of three years post-qualification experience in relevant roles</li> </ul>
Skills & abilities	<ul style="list-style-type: none"> <li>• Planning and organising</li> <li>• Strong decision-making and use of initiative</li> <li>• Strong inter-personal skills</li> <li>• Prioritisation of tasks</li> <li>• Technical excellence in accounting and auditing standards</li> <li>• Good general business awareness</li> </ul>