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**Role:** Assistant Manager

**Department:** Audit Services

**Vacancy Location:** Leatherhead, Surrey with hybrid working available

**Contract Length:** Permanent

**Contract Type:** Full Time

**Your Opportunity and Role**

Rawlinson & Hunter LLP (“R&H”) is recruiting for an Assistant Manager in the Audit Services Department who can work within the department to manage a portfolio of corporate clients ranging from SME’s to medium-sized complex groups.

The client base is extensive, ranging from the business affairs of high net worth individuals to multi-national groups.  We are involved in the full spectrum of business, from start-up and entrepreneurial companies to mature groups, across a wide variety of commercial, generally high margin, sectors (eg motor sport, high end retail brand, property development, technology, financial services) and the ‘not for profit’ sector.

The diverse, unusual and demanding client base makes working at R&H rewarding and challenging for senior staff and partners. Our approach is to provide proactive advice to clients, not a range of options hedged with caveats.

The role of the Assistant Manager has significant, and ultimate, responsibility for the delivery and control of audits and other special work of a diverse portfolio of clients.  The candidate will be expected to work closely with their fellow Managers, the Corporate Directors and Partners of the Firm to provide the first-class service to clients for which we are renowned.

As an Assistant Manager your day to day work will encompass:

* Regular exposure to the owners and / or the directors of our clients
* Liaising closely with Managers, Directors, Partners on their clients’ affairs from an audit and commercial perspective
* Provision of accountancy and commercial management support to clients
* Audit risk assessment and planning
* Cost effective delivery of financial statements that meet relevant statutory reporting requirements
* Involvement in one-off work, such as due diligence, investigations and valuations
* Quality control and continuous improvement of our processes
* Team leadership and the development of junior staff
* Involvement in proposals for new work and business development initiatives

However, this is **not** solely a statutory audit compliance role. There is great scope for capable individuals to broaden their business skills across the Corporate Services and Taxation Departments from involvement in due diligence, accountancy support and other commercial advisory assignments.  Opportunities for career progression within the Firm are consequently excellent.

**Requirements**

The main criteria for candidates applying for this position are a combination of strong personality and communication skills which have been built around a sound knowledge of financial issues and commercial exposure. The individual will have a recognised accountancy qualification, and be able to demonstrate that they have worked in an environment where it is necessary to deliver accurate information on a timely basis. Commercial acumen and a ‘hands-on’ practical approach to work will be highly regarded.

The successful candidate will also be able to demonstrate the following skills, experience and attributes:

* ACA or ACCA Qualified
* Excellent technical skills
* Varied statutory audit and accounts preparation experience
* A strong and up-to-date knowledge of FRS 102 & ISAs (preferably also IFRS but not essential)
* Pragmatism and the ability to use professional judgement
* Good communication and inter-personal skills
* A team approach to working and a ‘can do’ attitude
* Ability to delegate to and supervise staff
* Ability to work under pressure to a high standard
* Good IT skills and receptive to technology changes

*We are an equal opportunities employer and pride ourselves on the increasing diversity of our workforce. We believe in the best person for the job.*

*For more information on the firm, visit our websites,* [*www.rawlinson‑hunter.com*](http://www.rawlinson-hunter.com) *and* [*www.rh-careers.com*](http://www.rh-careers.com)