

Role: Audit and Accounts Senior
Department: Audit and Accounts
Reporting to: Directors and Managers (as appropriate)
Salary: DoE

Martin Aitken & Co – About Us:

Martin Aitken & Co is one of Scotland's leading independent firms of Chartered Accountants and Business Advisors with offices based in Glasgow. Founded in 1897 they have remained at the forefront of Scottish commerce, providing clients with a range of audit & accounting, tax, business advisory, corporate finance and financial services.



With 7 directors and over 80 professional accountancy, tax, business consultants and wealth managers, the firm have significant expertise in a range of industries and market sectors and successfully help businesses, charities, social enterprises and private individuals. With their people at the heart of their business, Martin Aitken & Co have a focus on promoting from within, and in fact of all 12 Audit and Accounts management level roles including Associate Directors, 10 have been internal promotions. In 2019 the firm recorded their biggest increase in turnover since 2013 through investment in people, services and integrating new, more efficient cloud technologies.

The firm pride themselves on building positive, authentic and enthusiastic teams who in turn develop long term business and personal relationships with their clients. Charity work within the local community is also extremely important to the firm who have partnered with SAMH as well as several of the Directors and staff serving on charity boards.



Job Summary:

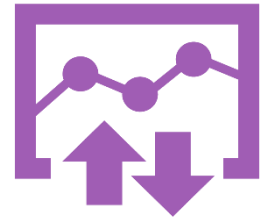
This role will be split between audit assignments and accounts preparation. A key requirement of the role will be the ability to take responsibility for all aspects of the audit process including planning, fieldwork and completion and provide a completed audit file for manager/partner review. You will also be responsible for the supervision of junior staff and will need to be able to communicate effectively with clients and colleagues. You will have general year-end compliance accountancy responsibilities together with preparation of relevant business tax computations. You will be expected to use your technical knowledge to identify areas for improvement/efficiency.



Responsibilities:

- Involved in the full audit cycle; planning, fieldwork and completion; and prepare a full file for review.
- Delegate appropriate audit tasks to junior members of the audit team.
- Preparation of year end statutory accounts for sole traders, partnerships, limited companies and charities, with a good working knowledge of FRS 102 where relevant.
- Engage with clients on basic issues and bring more complex issues to the attention of senior staff.
- Assist in identifying, researching and resolving accounting issues.

- Provide clients with advice on day-to-day accounting transactions and appropriate accounting treatment.
- Understand the finance and accounting functions generally performed by a business (e.g. sales, purchasing, A/R etc) and common best practices/processes for how they operate.
- Have good awareness of fee targets and work in progress levels.
- Able to hold a meaningful conversation with clients, new businesses or junior members of staff as to the rules and regulations of doing business in the UK.
- Able to identify circumstances that require more specialist advice and bring in others as appropriate.



Requirements:

- Must hold a professional accountancy qualification i.e. ACCA/ICAS/ACA etc.
- Minimum of 3 years' experience gained within an audit/accountancy role at a public practice firm.
- Must have a good experience of preparing accounts under FRS102.
- A good understanding of charity accounting would also be beneficial.
- Ideally you will have gained some experience of starting to review work of junior/trainee staff and provided guidance to them.
- Ideally you will have experience of IRIS Accountancy Suite (or similar).
- Excellent communication skills, both verbal and written
- Strong awareness of client care
- A drive for continuous commitment to quality and self-improvement
- Able to work independently and as part of a team
- Highly organised and able to prioritise workload
- Able to make sound decisions in relation to problem solving



If you are interested in working for Martin Aitken & Co, please send your CV to: [Rebecca Fox, HR Manager.](#)