

JOB DESCRIPTION

Job title	Director (RI)
Location	Cambridge
Department	Audit
Line manager job title	Partner, Audit

Overview

As a Director and Responsible Individual (RI), this role is pivotal to the Audit team. Thinking like a Partner, with a passion for innovation and new initiatives to drive continuous improvement and growth of the Audit department. The role owns a portfolio of clients and manages that alongside signing audits as an RI, and developing colleagues by sharing knowledge and technical direction.

Key accountabilities

- Management of a broad client portfolio with a lean towards not for profit and charities.
- Leading teams through client audits with varied turnovers.
- Act as a client lead and point of contact for key clients.
- Undertaking pre and post-audit debrief meetings, ensuring timely feedback is provided to maintain audit excellence and review development points.
- Coach and mentor audit teams (trainees, assistant managers and managers) in conjunction with the technical committee, to ensure that those working on audits are adequately trained.
- Ensure that timescales and deadlines are met in line with audit plans and accounts submissions.
- Strategically develop and market the charity & NFP specialism offered by PEM and ensure that there is a cohesive and targeted inter-departmental approach.
- Take a lead role in business development and positively promote own and PEM's profile within the marketplace.
- Work with audit partners to deliver on the firm's strategic aims, proactively identifying suggestions for change and improvement

Person Specification

- RI status (preferred).
- ACA, ACCA, or FCCA qualification.
- System literate (Retain, Intapp, FireCRM, Caseware, Inflo etc.)
- Excellent communication skills.
- Organised and methodical approach to work.
- Passion for developing people.