

AUDITOR

Position Details

Position Title	Auditor
Reports to	Director – Audit and Assurance
Direct reports	Audit Manager
Role location	Level 14, 440 Collins St, Melbourne VIC 3000
Document creation/revision date	6 August 2024
Other	This role involves inter and intra state travel to attend client premises

Primary purpose

The Auditor works collaboratively within the Audit team, assisting with audit activities for client firms including planning, carrying out assigned tasks and reporting through to completion.

Key relationships

The role is required to build relationships with internal and external stakeholders of the firm.

Internal relationships

- 1) Directors
- 2) Audit team
- 3) Other Hall Chadwick teams including Business Services and Forensic Accounting

External relationships

- 1) Clients
- 2) ASIC
- 3) ASX

Accountabilities

- Plan audit engagements, identify key risk areas and prepare work plans
- Assist with various audit engagements and lead smaller engagements, ensuring allocated work is completed in a timely manner and identifying accounting technical matters
- Prepare complete and accurate audit work papers
- Display appropriate knowledge and understanding of clients' businesses to develop an appropriate audit approach
- Communicate effectively with clients to manage expectations and ensure deadlines are met
- Identify areas of improvement in the clients' business processes and deliver recommendations to clients after understanding and assessing internal controls

- Prepare and review Financial statements, ensuring they adhere to statutory requirements
- Build and maintain strong, professional and trusting relationships with clients
- Remain up to date with upcoming changes to the accounting and audit standards
- Coach, mentor and review the work of junior team members to build competence

Attributes

Knowledge, Experience and Skills

- A minimum of two years experience in external audit within a Chartered Accounting firm
- Solid understanding of relevant legislation, Australian Accounting Standards, and Australian Standards of Auditing
- High level of computer literacy, with an excellent understanding of audit and accounting software
- Strong organisational and follow up skills including the ability to handle competing priorities and meet deadlines and commitments
- Excellent communication and interpersonal skills, with the ability to liaise with clients in a clear and concise manner, and the ability to discuss issues in a manner which considers the client's circumstances
- Broad commercial expertise, strong judgement, analytical and problem solving skills
- Accuracy and attention to detail
- The ability to work collaboratively and effectively as part of a team
- Flexibility and a positive approach to travel and working across industries, clients and locations

Qualifications / Certifications

- Degree qualified in accounting, business or commerce
- Achieved or working towards CA qualification