

## AUDITOR JOB BRIEF

**Collins & Co**

**Reports to: Audit Principal**

**Full time**

**Location: Footscray**

**Start: Immediate**

Reporting to the Audit Principal, the successful candidate will work within a small, fast paced team environment on a diverse range of clients both in our office and off-site.

They will be mentored by the Audit Principal and Senior Auditor on a regular basis, while learning to think outside the box. Ongoing training will be provided with emphasis initially on developing skills to:

- Liaise with client management
- Gain a sound understanding of client business processes and accounting & audit procedures
- Recommend improvements to client systems, business processes and controls.

**Major responsibilities:**

- Establish working relationships with client management and personnel
- Perform analytical review of audit documents
- Review client accounting and operating procedures and systems of internal control
- Identify accounting and auditing issues; perform research to solve issues that arise
- Prepare financial statement reports and documentation supporting Collins & Co's audit opinions
- Provide recommendations for improved controls and enhanced business efficiency
- Demonstrate ability to plan and manage engagements and people, along with ensuring deliverables meet work plan specifications and deadlines

They may also be involved in the accounting, tax, tax return and subsequent financial reporting for the firm's accounting clients from time to time.

**Candidate requirements:**

- Graduate with an Accounting degree or Accounting major that will satisfy future entry into the CPA or CA program, if so desired
- Ability to solve problems.
- Previous Audit experience - 1 to 2 years
- Will have excellent English communication skills, both written and verbal and well-developed interpersonal skills.
- Must have excellent time management and organisational skills and a confident manner with the ability to work autonomously or work as part of a team with staff at all levels.
- Must have experience with Microsoft Office applications. Word and Excel are essential.
- Show initiative, responsibility and commitment to the team

Indicative package: Negotiable based on Experience