



Audit Assistant

Norwich

The Role

We are looking for an experienced Audit Assistant to join our dynamic team in our Norwich office. You will be part of a leading and fast growing East Anglian accountancy firm that has six offices across the region. The full-time role involves the perfect candidate being an integral part of the audit team with the responsibility of supporting the audit process from planning to completion.

Key Responsibilities

- Providing audit and business advice to a variety of clients
- Supporting the audit team, liaising with clients, and completing audit assignments
- Accounts preparation for Corporate clients
- Preparation of corporation tax returns and computations
- Building and maintaining strong relationships with new and established audit clients
- Working and liaising with other members of the audit team and colleagues in other parts of the firm as necessary to provide a high-quality client service
- Strong business awareness, sound reporting skills and the ability to work under your own initiative
- Reporting directly to the audit manager

Requirements

Essential:

- Minimum AAT qualified (preferred)
- Minimum 12-month auditing and accounting experience (a full 12-month placement year in Audit, as part of your degree, is accepted)
- A keenness to further your own personal development and career goals
- Highly organised with evidenced ability to manage time
- Excellent customer service skills
- Awareness of UK GAAP/FRS102

Preferred but not essential as full training is available:

- Knowledge/experience using Sage, IRIS, Xero, and Microsoft Excel

Training in a relevant qualification may be offered within this role.



Why Join Us?

We're a forward-looking employer with six offices across Norfolk, Cambridge and Suffolk. We're always looking to grow our business and making sure we have the right people on board is key to our success.

As an Association of Chartered Certified Accountants (ACCA) approved employer, our culture is progressive, proactive and client-focused. As a result, we can offer you a dynamic working environment with many opportunities to develop your skills, qualifications and achieve.

Benefits

- Competitive Salaries
- Ongoing, Fully-funded Training
- ICAEW Approved Trainer
- Platinum ACCA Approved Employer
- AAT Accredited Employer
- Christmas Bonuses
- Pension Scheme
- Childcare Vouchers
- Regular Staff Parties
- Subsidised Lunches
- Monthly Staff Lottery
- Dress Down Fridays
- £100 Reward for Client & Employee Referrals
- Ongoing Charity Support
- Social and Sports Activities
- Modern, Open-plan Working Environments
- Equal Opportunities Employer

... And many, many more!

Apply today

If you'd like to find out more, or if you think you're the right person for us, then please send a CV to careers@astonshaw.co.uk or apply via the form on our careers page on our website: www.astonshaw.co.uk/careers.