



CRITCHLEYS

Appointment of Audit Manager
Candidate Information

March 2021

Saxton Bampfylde

About Critchleys

Founded in 1906, Critchleys is Oxford's leading firm of chartered accountants and business advisers, with 8 partners and over 120 staff. Located in central Oxford, we are based in a large and modern open-plan office on Hythe Bridge Street, allowing us to combine the best of both worlds: the expertise and excellence of a large firm with the personal service and friendly culture of a smaller one.

Critchleys offers a wide range of services to our substantial, growing client base including accounting, audit, business insolvency, bookkeeping, HR advice, payroll management, personal and business tax planning, personal financial planning, corporate finance and company secretarial services. The audit, financial planning and corporate finance services are delivered by separate LLPs. Total group turnover in the year to 31 May 2020 was circa £9.3m, an increase on the 2019 figure of £8.9m.

As a firm that has operated independently in the beautiful and historic city of Oxford for more than 110 years, we are deeply rooted in the local community and proud of our partnerships with many of the leading institutions and organisations in the area. We serve a wide range of clients, including over 1,000 businesses, University of Oxford Colleges, educational establishments such as Academy Trusts, and over 200 charities across the UK.

Around half of all our audit clients are not-for-profit organisations and we are a leading provider of audit services in this sector, giving us an unrivalled perspective and knowledge of these unique organisations.

As a firm, we are forward-thinking and have a reputation for technical excellence, training and our strong relationships with clients. We have a skilled team of people at all levels within Critchleys in whom we place great value, and we are strong investors in our people.

We have a culture focussed on steady growth, rather than being very target-focussed, and we place a strong value on work-life balance, with flexible working across the business.

Role of Audit Manger

Critchleys Audit LLP

Critchleys audit services are provided by Critchleys Audit LLP, part of the wider Critchleys group. It carries out regulated audits of companies and charities and is registered with the ICAEW as a Registered Auditor. CA LLP currently has 2 RI members: Robert Kirtland and Katherine Wilkes. It also employs c. 25 staff including 5 audit managers, 10 qualified seniors and 10 trainees.

The role

We are looking to hire a new audit manager to join Oxford's leading accountancy firm. This is a fantastic development opportunity for a talented auditor to work with an impressive and varied client portfolio, as part of our progressive and forward-thinking team. A key part of this role will be the opportunity to build relationships with clients over time and to start building one's own client portfolio.

Responsibilities

As an Audit Manager your main responsibilities will include:

- Working alongside senior and partner-level team members on client projects.
- Leading audits with team members.
- Working to schedules and deadlines, ensuring that audits are completed on time.
- Advising clients on matters concerned with the audit process.
- Managing audit requirements for a portfolio of clients.
- Building relationships with existing and new clients to support the firm's growth and success.
- Developing a broader view of the business to contribute to the strategy, efficiency, and direction of Critchleys.
- Encouraging a supportive team environment and developing others.

Person Specification

We are looking to attract a talented and driven auditor who brings strong auditing experience and excellent people and project management skills.

We are looking for candidates who are ambitious to learn and develop, build their own client relationships and bring a strong work ethic.

Essential experience, skills and qualifications include:

- Experience working as an auditor, with potential to step up to audit manager level
- Member of ICAEW or ACCA
- Proven Assurance experience in producing high quality audits
- Proven experience in client handling with an ability to confidently discuss business challenges and needs and act as a trusted advisor
- Superb communication and interpersonal skills
- Calm under pressure and being a natural problem solver
- A collaborative approach and a team player

Terms of appointment and benefits

A competitive salary and a profit share bonus will be offered. Pension contribution options include an employer contribution of 4%.

Audit Managers are entitled to 24 days holiday entitlement per year, plus bank holidays, with the option to purchase an additional week of holiday entitlement in any holiday year.

Critchleys also encourages a good work-life balance, with flexibility around working hours.

How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Critchleys on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **FAKANB**.

Click on the '**apply**' button and follow the instructions to upload a CV and cover letter.

The closing date for applications is noon on **Monday 26th April 2021**.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

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