

# COME AND JOIN US

WE ARE CURRENTLY RECRUITING  
**AUDIT AND ACCOUNTS SEMI SENIOR**

LOCATION: GERRARDS CROSS  
FULL TIME  
COMPETITIVE SALARY

Nunn Hayward are a well-established and growing Chartered Accountancy firm based in Gerrards Cross, South Buckinghamshire, providing high quality advisory and compliance services in the areas of accountancy, audit and tax to a broad range of clients.

We are a friendly firm of currently around 70 people. Small enough for you to know everyone and feel an integral part of the Nunn Hayward team, whilst being large enough to provide a structure that offers development and career progression within the firm.

## WHO WE ARE

Our core principals are not only to be a trusted advisor but to also put our people first. We constantly drive change and encourage our teams to lead the conversation with clients when it comes to helping them shape their future. Not only do we work closely with our clients to help them overcome the challenges of today, but to enable them to be ready for the challenges of tomorrow.

Our deep skill set and breadth of experience across the firm enables us to undertake and manage a number of high-profile and interesting clients.

## THE ROLE

This is an exciting role and will be most suited to someone who thrives under pressure, is delivery focused, enjoys accountability, has a 'can-do' attitude and is looking to improve their skills and competencies through self-development.

You will ideally have experience in statutory audit and accounts preparation and will have worked in Practice.

## BENEFITS

These include:

- Full study support package
- 23 days plus bank holidays on study leave package. Moving to 25 once qualified
- Loyalty scheme for additional holiday
- Flexible working hours
- Hybrid working after probation
- CSR focused
- Pension Scheme
- Training & technical resources
- Staff socials
- Squash & gym membership
- Discounts at local shops
- Employee support membership

## JOIN US FOR A FULFILLING CAREER JOURNEY

At Nunn Hayward we understand that a successful career is built on a foundation of supportive teamwork, continuous growth, and meaningful contributions. We are more than just an accountancy firm – we are a community of dedicated professionals who are passionate about empowering our staff.

# JOB DESCRIPTION

Job Title: **Audit and Accounts Semi Senior**  
Reports to: **Head of Audit and Accounts Department**

## DUTIES AND KEY RESPONSIBILITIES

- Support and assist audit assignments, which will include planning, fieldwork and completion using standard programmes
- Preparation of company accounts in accordance with the firm's policies and procedures
- Identify and understand client needs, providing initial solutions to client challenges
- Carry out specialist audits (eg; SAR and charities)
- Carry out ad-hoc assignments (eg; due diligence and systems reviews)
- Preparation of corporation tax computations
- Carry out work efficiently, to budget and within deadlines
- Supervise, train and mentor more junior members of staff
- Research and analyse financial statements and audit related issues
- Maintain client confidentiality and professional relationships
- Proactively interact with client management to gather information, resolve problems and make recommendations for business and process improvements
- Manage assignments and report to audit manager or partner on progress

## QUALIFICATIONS

- ACA or ACCA part qualified with experience working within an accountancy firm.
- Experience within a multi-partner practice with audit exposure
- Ability to work under pressure
- Excellent management, analytical, interpersonal, oral and written communication skills
- Strong technical knowledge
- Ability to work in a team environment
- Highly motivated self-starter with ability to multitask and complete assignments within budgets and deadlines
- Computer literate with knowledge of Microsoft office, Sage, Xero and other accounting software
- Experience and knowledge of CCH would be an advantage
- Ideally a driver with own car
- Technically up to date with current legislation
- Dedicated to superior client service
- Ability to build a quick rapport in a friendly, confident and enthusiastic way
- Strong organisational skills and attention to detail

For more information on working with us, visit our website [www.nhllp.com/careers](http://www.nhllp.com/careers)

Send your CV to [recruitment@nhllp.com](mailto:recruitment@nhllp.com)