



<b>Role/Position Title/ Designation:</b>	Auditor
<b>Experience:</b>	5+ years
<b>Employment Type:</b>	Full Time
<b>Location:</b>	Headington, Oxford
<b>Position reports to:</b>	Partner / Director
<b>About the Company:</b>	<p>Cox Hinkins &amp; Co is a distinguished accounting firm based in Oxford, UK, with a legacy spanning over 50 years. We are dedicated to simplifying the complexities by offering accounting and bookkeeping services to our clients. Our ethos is built around removing the burden of financial management and regulatory adherence from your shoulders, allowing you to focus on the core aspects of your business. With a deep-rooted commitment to hands-on guidance in every facet of accounting and compliance, we pride ourselves on our agility and customer-centric approach. At our core, we believe in putting our clients at the forefront of our services, ensuring tailor-made solutions that meet and exceed your expectations. <a href="https://coxhinkins.co.uk/">https://coxhinkins.co.uk/</a></p>
<b>Objectives of this Role:</b>	<ul style="list-style-type: none"><li>▪ Execute accurate reporting, enabling the client to analyze options and make financial recommendations that align with client company's objectives.</li><li>▪ Securing our client financial information.</li><li>▪ Periodically improve and document all accounting control procedures, identifying system issues and making suggestions for improvements.</li><li>▪ Comply with state and local financial requirements by studying existing and new legislation, enforcing compliance, and advising client on needed actions.</li></ul>
<b>Responsibilities of the position:</b>	<ul style="list-style-type: none"><li>▪ Leading on a variety of audits, ensuring assignments are completed within budget whilst maintaining our high standards;</li><li>▪ Providing training and support to other members of the team;</li></ul>

	<ul style="list-style-type: none"> <li>▪ Preparing statutory financial statements (FRS102) and corporation tax computations;</li> <li>▪ Maintaining up to date and relevant technical knowledge; and</li> <li>▪ Building and maintaining excellent working relationships within Cox Hinkins and our client base.</li> </ul>
<b>Knowledge/ Skills/ Abilities</b>	<b>POSITION REQUIREMENTS</b>
<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ ACCA/ ACA</li> </ul>
<b>Functional Area:</b>	<ul style="list-style-type: none"> <li>▪ Accounts, Audit</li> </ul>
<b>Nature of Experience: (In Specific Sector / Position / Role)</b>	<ul style="list-style-type: none"> <li>▪ Through knowledge in preparation of accounts of entities like partnerships, Companies, Sole trader etc.</li> <li>▪ 5 years' audit experience working within a UK practice</li> </ul>
<b>Industry Type:</b>	<ul style="list-style-type: none"> <li>▪ Accounting, Audit</li> </ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Working knowledge of accounting software platforms, including Xero, QuickBooks, Sage, etc.</li> <li>▪ Extensive knowledge of GAAP (generally accepted accounting principles in the UK)</li> <li>▪ Good Knowledge of MS Excel</li> <li>▪ Knowledge of financial, tax, and accounting principles</li> <li>▪ Audit, FRS 102, Accounts Preparation</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>▪ Personal integrity; ability to keep Client and company confidences</li> <li>▪ Proactive attitude, enquiring mind</li> <li>▪ Experience in audit of UK companies</li> <li>▪ Natural proficiency with or passion about math</li> <li>▪ Strong detail and deadline orientation</li> <li>▪ Good Communication skills, Verbal and written.</li> </ul>
<b>Working Days / Hours / Benefits:</b>	<ul style="list-style-type: none"> <li>▪ 5 days week – (Monday to Friday)</li> <li>▪ Working Window – 9:30 am to 5 pm</li> <li>▪ Hybrid and Flexible working</li> <li>▪ Free Parking</li> <li>▪ Opportunity for RI status</li> </ul>