

Job Description

Job Title:	Hospitality Audit Manager
Department:	Audit
Reporting To:	Head of Audit
Contractual Hours:	Hybrid working – standard hours 9:30am to 5:30pm, Monday to Friday, hours may vary depending on client needs

About the firm

HaysMac is an award-winning firm of chartered accountants and tax advisors, with 40 partners and over 500 staff, providing advice and services to entrepreneurs, fast-growing and owner-managed businesses, listed businesses, and not for profit organisations across the UK and internationally. From our trainees to our partners, our culture of support and progression means we grow together as one firm to best help our clients.

We are seeking an experienced and highly motivated **Audit Manager** to lead audit engagements within our hospitality portfolio. The successful candidate will be responsible for managing a team of auditors, overseeing the audit process, and maintaining strong relationships with clients in the hospitality industry, including hotels, restaurants, and pubs. This role requires both technical expertise and the ability to deliver exceptional client service, while ensuring compliance with relevant accounting standards and regulations.

Main Duties and Responsibilities

In this position you will have a key management role on Audit assignments where you will utilise and further develop your knowledge and skills as well as being involved in training, managing and appraising staff.

Responsibilities below are generalised and are no way exhaustive:

- Managing the statutory audit lifecycle from planning to completion
- Attending and leading client meetings
- Being a key point of contact throughout the year
- Building and maintaining strong relationships with existing clients as well as prospective clients
- Provision of general business advice to clients
- Managing the overall service delivery to clients
- Client billing and job recoverability
- Assist in supervising/managing the audit staff, including having a responsibility for the coaching and development of the team members reporting directly to you, and taking responsibility for career development of others



INTEGRITY

- We operate in a trustworthy and straightforward manner.
- We are honest, objective and sincere.
- We comply with and uphold professional requirements and obligations.
- We do "the right thing" at all times.



COLLABORATION

- We respect everyone and value their contributions.
- We act in an inclusive manner, sharing ideas, opportunities, successes and experience.
- We trust one another.
- We are communicative, consultative and accessible.



EMPOWERMENT

- We are confident in our expertise, delivery and knowledge.
- We understand that trust and responsibility go hand-in-hand.
- We have the flexibility and freedom to perform and recognise that "one-size" does not fit all.
- We have the independence to achieve our full potential.



DYNAMIC

- We challenge the status quo and champion progress.
- We search out and embrace new ideas and technology.
- We are open to change and new solutions.
- We learn from our experiences to improve.

- Business development activities such as building relationships with target clients or involvement in pitch situations
- Assist where required in the general running of the audit department

The Candidate

Work Based Competencies

- Strong knowledge of UK GAAP and international standards on auditing
- Working knowledge of Tax
- Experience of management of the audit from planning to supervision and onsite reviews
- Qualified Accountant
- Experience of Caseware or similar accounts production software is useful but not a requirement

Behavioural Competencies

- The successful candidate will be able to manage multiple clients simultaneously
- Excellent technical and personal skills to service a portfolio of clients efficiently and effectively
- Excellent communication skills and be confident, articulate and able to communicate at all levels externally and internally
- Ability to produce high quality business style reports for non-executive committees
- Presentation skills for tendering for new work
- A team player with the ability to prioritise work and work to tight deadlines
- Strong organisational skills
- Have a proven track record of establishing and maintaining strong relationships
- Ability to successfully support, nurture and motivate different team members

Everyone is welcome to apply for our roles, and we are determined to ensure that no applicant or employee receives less favourable treatment because of gender, race, disability, sexual orientation, religion, belief, age, marital status, background, pregnancy, or caring responsibilities.

We also recognise the importance of diversity of thought within our teams and are fully committed to embracing the talents of people with autism, dyslexia, ADHD, and other forms of neurocognitive variation.

We will always seek to make appropriate adjustments to recruitment, workplaces, and work processes to be fully inclusive to people with different needs and working styles.

If you need us to make any reasonable adjustments for you from application onwards, please email recruitment@haysmac.com



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