

## School or College Leaver

Edinburgh/Glasgow

- To work with the audit team in order to deliver work to the firm's standards and within timescales set by the audit senior.

## Key Responsibilities

### Client Management

- Working with audit graduates and audit seniors to support client work
- Develop an understanding of the audit files and the different sections of these files
- Develop bookkeeping skills to support clients
- Develop audit skills and an understanding of audit testing
- Learn how to use the software and hardware used by Scott-Moncrieff

### Leadership

- Manage time effectively and know when to communicate potential issues to the audit graduate or senior
- Develop interpersonal skills to be able to address all employees within the firm and communicate effectively
- Learn what the best method of communication is (for example email or phone call)

## Career Development

- Ensure technical knowledge up-to-date
- Identify with your line manager your preferred qualification route