

# Role: Associates for Audit and Advisory

Notes for Recruitment Agencies

January 2019



## Contents

<b>A. Introduction</b> .....	<b>3</b>
Our ethos .....	3
<b>B. The role</b> .....	<b>4</b>
Successful Candidates .....	4
<b>C. About Baker Tilly Channel Islands</b> .....	<b>5</b>
The Management Team .....	5
Local firm, independent Network.....	5
<b>D. Career progression within our firm</b> .....	<b>5</b>
<b>E. Baker Tilly International</b> .....	<b>5</b>
<b>F. How to apply</b> .....	<b>6</b>

## A. Introduction

This document is designed to provide recruitment agencies with information about Baker Tilly Channel Islands, the ethos of our firm and the role(s) available to ensure the most suitable candidates are identified.

We are looking to recruit driven individuals and give them a opportunity to grow with a Global Accounting network, while studying for a professional qualification. These individuals may be in existing accounting roles within industry or even just starting to study accounting in their own time.

**Please feel free to share this document with candidates.**

### **Our ethos**

We are a Chartered accountancy practice with offices in Jersey and Guernsey and are the Channel Islands member of Baker Tilly International, an international network with 125 member firms in 147 countries. In 2016, Baker Tilly International won the “Network of the Year” Award by IAB. Our core services are:

- Audit
- Tax
- Accountancy
- Advisory

Our client base is expanding and comprises of a number of prestigious local and international companies including listed entities, banks, trust/administration and a number of commercial entities operating in diverse sectors including real estate, financial services, oil, gas and mining. We embrace this growth, but we are not all about sheer size.

The biggest challenge we face is recruiting the right people for our business, as we are a unique and diverse team. Each one of our team members must have the skills to build genuine rapport with our existing and new clients. When we find the right people with the passion and desire for our work, we look after them! We embrace learning and development and provide every opportunity possible to enhance each team members’ knowledge and experience whether by professional or personal development.

Our staff is made up of individuals who are not part of a ‘process’ or a ‘cog in a larger machine’, as we know each client requires a team effort and this only happens when teams are happy and productive. We ensure all staff are appreciated, and that coming to work is fun as well as rewarding. It is not meant as a cliché when we say that our people are our most valuable asset.

Our business is operated for the benefit of our clients, our shareholders, our International Network and our staff, and we are proud to say that our decisions are based on those key stakeholder relationships.

When an individual joins Baker Tilly Channel Islands, they are presented with a golden opportunity to develop as a professional and a person, not just an auditor /tax advisor/ accountant.

Further information about us is available on our website: [www.bakertilly.je](http://www.bakertilly.je) and we encourage you to look at who we are and what we stand for as a company and in our local community.

## **B. The role**

We are looking for “associates” who will assist the audit and advisory and accounts teams (who are primarily fully qualified accountants) in undertaking their work.

We are primarily looking for persons with a current role in accountancy such as bookkeepers and those who have undertaken all or part of a bookkeeping/accountancy qualification. They should be looking to progress their career and work towards the completion of a professional qualification with our support.

The successful candidate will be able to communicate fluently in English, and have a high standard of written English.

While the successful candidate could choose to remain an “associate”, we would like to support them to progress their career through the completion of a professional accountancy qualification.

We work hard but also like the work place to be fun. We are looking for you to: be a team player, have the ability to multi task, be flexible, be able to work under pressure, be proactive, sociable and have analytical skills with a proactive approach to problem solving.

Having some previous experience in audit and/or tax work will be an added advantage and we expect the successful candidate to have some IT software proficiency (such as MS Word and Excel).

We are ideally looking for persons with at least 5 years’ relevant experience.

**Contract: (Permanent/ Temporary)**

Permanent

**Hours: (Full/Part Time)**

Full Time

**Residency:**

Not required but a consideration

**Start date:**

Negotiable

**Salary:**

Very competitive, depending on experience

**Benefits**

Medical insurance, death in service, health cover, annual leave and discretionary performance bonus

**Responsibilities include:**

- Work with the audit/tax/accounts team on assigned tasks during planning, execution and completion for clients (both local and international) in different industries;
- Assist in obtaining and collating relevant working papers and documenting work done as appropriate;
- Ensuring tasks are completed to a high standard within agreed timetable;
- Identifying performance improvement opportunities;
- Be committed to delivering exceptional client service; and
- Work with the team on business development and other office initiatives as applicable.

**Successful Candidates**

There are various stages our applicants go through. Initially, shortlisted candidates will be invited for an interview, either in person or over Skype; Psychometric testing may be used as part of the initial stages. Additional interviews and informal meetings to 'Meet the Team' often accompany the later stage recruitment process.

## **C. About Baker Tilly Channel Islands**

We are a chartered accountancy practice registered with the Institute of Chartered Accountants in England and Wales (ICAEW) and recognized auditors in Jersey and Guernsey. We are the Channel Island independent member of Baker Tilly International. We are an approved training office for the ICAEW (Institute of Chartered Accountants of England and Wales), ICAS (Institute of Chartered Accountants of Scotland) and the ACCA.

Our office environment is built around a dynamic team, working together for the good of the business and everyone within it.

### **The Management Team**

The leadership team is made up exclusively of ex-Big 4 alumni ("Big 4" is a term to refer to the largest global accounting firms). This team has come together outside that environment to utilise their entrepreneurial spirit in the professional services space. This leadership team has assembled what we believe to be an elite group.

### **Local firm, independent Network**

Our business is part of Baker Tilly International, one of the top 10 Global Accountancy Networks. Wherever there is a developed economy, we have a presence. However, the leadership team own the business locally; this means we are in charge of everything outside branding and global quality control. This includes service lines, promotions, business expansions and recruitment to advertising, the use of media, business travel and training policies. It is imperative that we grow and develop together, and all of our staff are involved in making these decisions.

## **D. Career progression within our firm**

Some of our people have experienced environments where the biggest competition is not from other firms, it's one's peers striving for the next promotion. This environment can create disharmony - we do not support nor promote this 'process-driven' behaviour. Promotion is purely on merit, not on the need for more staff at certain levels or business cases, or on a set predetermined timeline.

## **E. Baker Tilly International**

Baker Tilly International is one of the world's leading networks of independently owned and managed accountancy and business advisory firms united by a commitment to provide exceptional client service.

Every day, 33,600 people in 147 territories worldwide help privately held businesses and public interest entities meet challenges, proactively respond to opportunities and stay competitive. International capability and global consistency of service are central to the way we work.

### **What We Stand For**

- We lead by example.
- We deliver a quality service with an emphasis on integrity.
- We are open and honest in our communications.
- We act ethically.
- We foster teamwork and collaboration.
- We maintain a supportive environment in which our individuals can flourish.

### **A Team Approach**

- It is the strong relationships between member firms that are the key factors that enable us to overcome time and cross border complexities to deliver a quality service.
- Our service approach is based around a global lead partner who serves as the single point of contact for a client, irrespective of the size of engagement, coordinating all work being carried out by the independent member firms and ensuring it is completed to the highest standards, within budget and deadline.
- Regional and territory lead partners provide local services and the expertise and understanding necessary to navigate the unique dynamics of each of the market-places where we do business.

## **F. How to apply**

To apply, please email [hr@bakertilly.je](mailto:hr@bakertilly.je) with a copy of suitable CV's, and where possible any specific considerations from your interaction with the candidate. If you have any questions or require any further information, please email [hr@bakertillyci.co.je](mailto:hr@bakertillyci.co.je) or call +44(0)1534 755116.



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