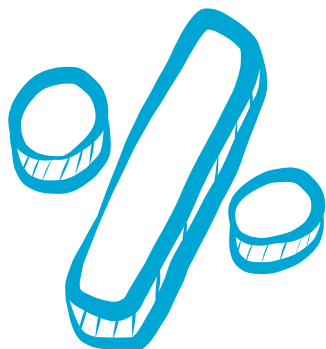


## Resource Pack

In association with:



**ARE YOU GOOD WITH NUMBERS, AND COMPUTERS, AND HAVE A HIGH ATTENTION TO DETAIL? YOU CAN COMBINE ALL YOUR TALENTS TO MAKE A REAL DIFFERENCE TO THE SUCCESS OF COMPANIES ACROSS A WIDE-RANGE OF INDUSTRIES.**

Auditors are the people who make sure that the **records** are accurate (for people like the tax man) and things are working **smoothly**. Needless to say auditors are very **important people**.



As well as the obvious **maths** and **IT** skills, you will also need to be good at **communicating** with other people and work with **tact** and **diplomacy**.

It is an industry with potentially high earnings. Salaries for part-qualified auditors can be between £18,000 and £25,000 a year. Once qualified, earnings are usually around £30,000 to £45,000 a year.



Senior and management salaries can be between £50,000 and £70,000 a year.

To be an **external auditor**, you must first become a **qualified accountant**. To work as an **internal auditor**, you will need experience of working in a **business**, for example human resources or finance.



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### WHAT DO AUDITORS DO?

A wide range of companies and organisations require audits, so you can find yourself working with many different types of clients in different locations.

This can spread from big multi-national companies through to public sector organisations such as civil service departments and local councils, to check how public money is being spent and to see if savings can be made. Most organisations are required by law to publish audited accounts.

Working as an external auditor you independently review a company's accounts for accuracy and show a fair view of their financial position.

Your work as an external auditor would involve:

- **examining company accounts**
- **collecting and interpreting data**
- **identifying any problems or risks to the business**
- **assessing the company's financial reporting systems**
- **establishing good working relationships with clients**
- **making recommendations for improvements.**

As an internal auditor, you would examine an organisation or department's policies, procedures and possibly its finances with the aim of advising how efficiency could be improved.



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## HOW CAN I BECOME AN AUDITOR?



To become an auditor you need to become a qualified chartered accountant through one of the following professional bodies:

- [Institute of Chartered Accountants in England and Wales \(ICAEW\)](#)
- [Association of Chartered Certified Accountants \(ACCA\)](#)
- [Institute of Chartered Accountants of Scotland \(ICAS\)](#)
- [Chartered Accountants Ireland \(CAI\)](#)
- [Association of International Accountants \(AIA\).](#)

The traditional route to this would be to start on a graduate training scheme after completing a degree, but the auditing sector is an industry that is developing new routes for school and college leavers to progress into the industry.

Apprenticeships are becoming more widely available across the UK from many top employers.

Higher Apprenticeships offer you a route after completing your A-Level's that puts you straight into the world of work whilst giving you essential knowledge and skills in finance, accounting and business with a globally recognised qualification.

One such Higher Apprenticeship Programme is available from leading, independent, financial services firm Smith & Williamson.

## Resource Pack

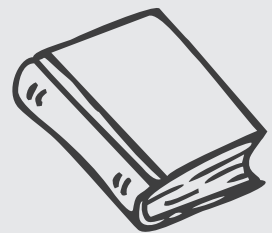
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Smith & Williamson combine an accountancy practice, investment management arm and private bank to provide services to individuals, corporations, professional practices and non-profit organisations.

With 13 UK offices and a global reach through membership of Nexia International Smith & Williamson offer great opportunities to start an auditing career.

Working within the firm you can earn a full-time salary, gain a professional qualification and get hands on experience in the job. They offer apprenticeships in the following areas:

- Assurance and Business Services
- Business Tax
- Private Client Tax Services

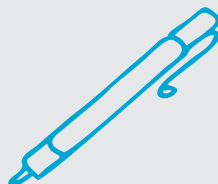


You'll work towards a level 5 qualification; either the Certificate of Finance and Business (CFAB) or Associate Tax Technician (ATT).

Following this you will have the opportunity to qualify as either a Chartered Accountant (ACA) or Chartered Tax Adviser (CTA).

Smith & Williamson provide full support including in-house training, appraisals and mentoring throughout.

In general apprentices do rather well earning, on average, £100,000 more than those without. On top of this it could help you develop your management aspirations – 56% of employers say that their apprentices have gone on to management positions within their organisation.



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Find out more about Smith & Williamson's higher apprenticeship opportunities here:

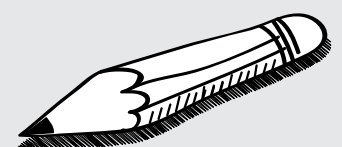
[www.smithandwilliamsontrainees.co.uk](http://www.smithandwilliamsontrainees.co.uk)



## IS AN AUDIT APPRENTICESHIP RIGHT FOR ME?

This all sounds good, but you are still unsure as to whether this is right for you? This route is right for you if you:

- Live in England or Wales and are not already in full-time education;
- You have just finished your A-levels (or equivalent qualifications) or have just finished school;
- You've never been to university and don't plan on going;
- You are ambitious and talented;
- You want to start a career in the accountancy or finance profession



## Resource Pack

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### TIPS FOR GETTING A JOB

The experts at Smith & Williamson have provided some helping tips to help you start on the path to a successful auditing career:

Sarah Donoghue, Graduate Recruitment Officer at the firm, has some good advice about your application, 'A good application will take you a couple of hours to complete, don't think you will complete the form in an hour. Your application is the first thing a recruiter will see so make sure it gives a good first impression. Our application form not only looks at your academic successes and work experience also – we want to know candidates are genuinely keen and interested in working for us.'



### DO YOUR RESEARCH!

Look at the different roles and opportunities available to you to make sure you are going for something that is right for you. Look into the specific job role you are going for and tailor your application and answers to reflect this.



### BROADEN YOUR HORIZONS

Employers are looking to see examples of personal skills and behaviours. As well as academic qualifications employers are looking for key things like teamwork. You can develop these skills through various experiences such as school projects, being part of a sports team or club, and voluntary work.

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### ASK FOR ADVICE

Whether this is from your school careers service, friends, parents or teachers don't be afraid to ask questions. The more you know the better you'll be prepared for getting a job.



### GET ON LINKEDIN

LinkedIn is the perfect place online to get contacts and let people know about your skills. They have even introduced special 'student' profiles that highlight your skills and interests rather than your 'experience' (which initially you won't have much of). Create a profile, put up a professional picture and start connecting with companies that interest you and people in that industry. This will help you with job interviews, keeping up to date with industry knowledge and getting yourself roles/experience.



### DON'T BE AFRAID TO APPLY

You don't need to be a numbers whiz to succeed. If you want to work in business, a career in audit might be perfect for you. The process of applying comes with good skills to learn for future job hunts, and if you fill the criteria mentioned elsewhere in this pack you may end up with the perfect position.

## Apprentice Case Study



Katie

APPRENTICE @ SMITH & WILLIAMSON

In association with:



I joined Smith & Williamson in January 2014 as a higher apprentice. I didn't really know what to expect but I knew it would be a steep learning curve. After just two weeks training I was sent out to work with a client.

I was surprised at how much I had learnt during those two weeks and how friendly and eager to help the rest of the team were.

I chose Smith & Williamson because of the opportunity it offered to me as a college leaver – not many firms offered the opportunity to get a globally recognised qualification and get paid at the same time! It was the earning and learning aspect that drew me more towards a higher apprenticeship rather than university.

I have developed in confidence since starting at Smith & Williamson. I think this is down to meeting new people, having to adapt to new situations, both on site with clients and in the office, and the level of support given by my colleagues.

The training Smith and Williamson provide has prepared me for the work I am expected to perform, and helped me develop my own style of working, allowing me to complete tasks efficiently and to the high standard required.



*More useful resources*

Need more help with your careers choices? You can find a wealth of help and opportunities at the following places:



## SMITH & WILLIAMSON

[www.smithandwilliamsontrainees.co.uk](http://www.smithandwilliamsontrainees.co.uk)

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## THEBIGCHOICE.COM

Find quality advice and opportunities in apprenticeships, part-time jobs and training on this youth careers portal.

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## SCHOOL LEAVERS GUIDE

This interactive app guide brings together expert advice, guidance on career steps and positions from top employers via your tablet or smartphone.

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## NATIONAL CAREERS SERVICE

The official place for careers advice and information in the UK.

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## NATIONAL APPRENTICESHIP SERVICE

Everything you need on apprenticeships and the best vacancies on offer.