

## **Job Description: Practice Support Executive Technical Advisor to Accountancy Practices**

### **1. Leadership of or Responsible for:**

- i. Provision of technical practice support services to OmniPro clients.
- ii. Provision of technical support services to OmniPro Practice Support

### **2. Main Duties & Responsibilities:**

- i. Providing technical support services to accountancy practices in the areas of auditing & financial reporting.
- ii. Performing annual compliance reviews.
- iii. Conducting hot & cold file reviews.
- iv. Providing in house training for accountancy practices in auditing & financial reporting.
- v. Providing support services to OmniPro Practice Consulting Department.
- vi. Providing client support services for OmniPro Practice Support.
- vii. Liaising with clients to identify & define their requirements.
- viii. Creating new tools to support accountants practically & technically.
- ix. Development of technical templates, tools & resources.
- x. Writing technical articles for AccountingNet.ie.

### **3. Skills Required:**

- i. Researching Technical Queries
- ii. Problem Solving
- iii. Attention to Detail
- iv. Presentation & Speaking Skills
- v. Communication Skills
- vi. Sales Skills

### **4. Qualifications Required:**

- i. Professional Accounting Qualification

In addition a qualification in one of the following areas would prove desirable

- ii. Financial Reporting
- iii. Taxation

### **5. Experience Required:**

- i. Top 20 Audit Experience
- ii. Minimum of 3 Years PQE
- iii. Presenting & Public Speaking Experience
- iv. Experience of Large & SME Auditing
- v. Consulting Experience

### **6. Role Location:**

This is a nationwide role which will see successful candidates visit client premises through out Ireland. When not with client facing the role will be based between our Carlow & Dublin. Once the role has been established there will also be the opportunity to work form a home office in certain circumstances.

### **7. Salary Range: €45,000 - €70,000 DOE + On Target Earnings Bonuses**