

Job Description - Auditor

We're Charlton Baker, an award-winning, people-first accountancy and advisory firm with a reputation for doing things differently. From our roots in Devizes to supporting clients across the UK, we believe in real relationships, radical honesty, and giving people the freedom to thrive.

We're looking for an Auditor to join Team CB - someone who enjoys leading complex audit engagements, bringing clarity to technical challenges, and acting as a trusted adviser to clients and trustees. You'll combine strong technical judgement with a collaborative mindset, playing a key role in developing people, improving how we work, and strengthening our charity audit capability.

Location: Ham Green, Bristol, minimum of 3 days per week

Hours: 37.5 hours per week

Salary: £53,000

Contract length: Permanent

Purpose of the Role

As an Auditor at Charlton Baker, you will lead audit engagements and accounts across a broad portfolio that combines commercial clients with a substantial allocation of charity and not-for-profit organisations. You will act as a senior member of the audit team, taking responsibility for planning, delivering, and completing assignments, shaping client experience, and contributing to our growing charity-sector capability. You'll also coach the team, influence best practice, and represent Charlton Baker within the wider professional community.

Key Responsibilities

- Lead and manage audit engagements and accounts for a varied portfolio of clients, including significant exposure to charity audits.
- Oversee audit planning, risk assessment, fieldwork, and completion stages, ensuring high technical quality and compliance with relevant standards.
- Act as the main point of contact for clients, trustees, and senior stakeholders, providing clear explanations and practical advice.
- Prepare and review audit files, draft accounts, and detailed management reports with sector-specific recommendations.
- Take a lead role in developing our charity audit methodology, internal knowledge resources, and responses to regulatory changes.
- Mentor, supervise, and review work produced by trainees and newly qualified team members.

- Support business development through charity-sector networking, tender contributions, and identifying client opportunities.
- Collaborate across the group to enhance processes, client service, and resource planning.
- Ensure accurate billing, time management, and documentation on all engagements.

Required skills

- Fully qualified accountant (ACCA/ICAEW) with strong post-qualification audit experience.
- Experience working with a portfolio that includes charities, or strong motivation and capability to specialise in charity-sector audits.
- Strong technical audit skills and a solid understanding of Charities SORP (or a clear commitment to mastering it quickly).
- Confident relationship-builder, able to work with trustees, CEOs, and non-financial stakeholders.
- Demonstrated ability to lead assignments, manage deadlines, and review team members' work.
- Commercial awareness, with an understanding of the pressures facing charities and SMEs alike.

Values & Behaviours

- Lead with integrity, empathy, and professionalism.
- Communicate clearly and transparently, especially when dealing with complex or sensitive issues.
- Foster collaboration and continuous learning across the team.
- Be decisive, adaptable, and committed to delivering excellent client experiences.
- Live our values: radical honesty, real relationships, and freedom with responsibility.

You'll be part of a friendly, ambitious team where you're trusted to do your best work and supported to grow. We offer clear development pathways, flexible working, and a culture built on respect, collaboration, and genuine care - for our clients and each other.

Find out more about us, our culture, and this role on our website.

Ready to apply?

Just send us a CV. We don't use AI to screen applications - every CV is read by a real person. We'd love to hear your genuine voice, so please make sure your CV is personal to you and tailored to this role.

Accessibility & Inclusion

We know that everyone needs different things to do their best in a recruitment process.

We want to give everyone the chance to shine, and we're committed to making our process as inclusive and accessible as possible.

That's why we do a few things as standard, including:

- Sharing interview questions in advance so you can prepare your thoughts.
- Being clear about what to expect and what we're looking for at each stage of the process.
- Offering a choice between video and in-person interviews.

If there's anything else that would help you show us your best self, just let us know. We'll always do our best to accommodate what works for you.