

Sophie Williams

Junior Auditor

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Profile

Accounting and finance graduate from Cardiff Metropolitan University, currently studying towards the ACA qualification. Completed a **3-month audit internship** at Mazars Cardiff and worked part-time in accounts administration. Experienced with audit testing across **8 client engagements** and comfortable working with Excel and CaseWare.

Experience

Audit Intern, Mazars LLP, Cardiff

Jul 2024 – Sep 2024

Summer internship within the audit team working across SME and mid-market clients in South Wales.

- Performed substantive testing on **8 client engagements** covering revenue, payables, and bank reconciliations
- Tested fixed asset registers totalling **£4.2 million** across 3 manufacturing clients
- Prepared **15 audit working papers** using CaseWare, all reviewed and approved on first submission
- Attended **2 client stocktake visits**, verifying inventory valued at £600,000

Accounts Administrator (Part-time), Hugh James Solicitors, Cardiff

Jan 2023 – Jun 2024

Assisted the finance team at one of Wales's largest law firms alongside university studies.

- Processed an average of **80 purchase invoices per week** using Aderant financial software
- Reconciled **3 client bank accounts** monthly with balances up to £2.1 million
- Supported month-end reporting by preparing **variance analysis** for 4 cost centres

Education

BSc (Hons) Accounting and Finance in Accounting and Finance, Cardiff Metropolitan University, Cardiff

Sep 2022 – Jul 2025

2:1 (65%). Modules included Auditing and Assurance, Financial Reporting, Taxation, and Management Accounting. Achieved 78% in Auditing and Assurance module.

Skills

Audit Testing, CaseWare, Microsoft Excel (Intermediate), Bank Reconciliations, Accounts Payable, Financial Reporting, Variance Analysis, Aderant

Certifications

ACA (In Progress), ICAEW

Sep 2025

Languages

English - Native, Welsh - Basic

Extra Curricular Activity

Cardiff Met Netball Club

Sep 2022 – Jun 2025

Treasurer for **2 years**, managing a budget of **£3,200** and coordinating kit purchases for **28 members**.