



## Corporate Accounts Manager

### Who are we?

We are a forward-thinking accountancy firm with a strong team of experienced professionals who work hard to provide exceptional client service. We are based in beautiful Devon with access to beaches, moors, cities and rivers, but have clients based all over the UK and beyond.

### Role

You will be responsible for the preparation of annual financial statements for small and medium sized limited companies and charities.

You will have a portfolio of clients with responsibility for managing the delivery of our services to them alongside the engagement partner. This will include dealing with both compliance matters and the delivery of ad hoc services throughout the year. Therefore, the ability to form relationships with clients as well as demonstrating knowledge and understanding beyond annual accounts is important.

The successful candidate will have excellent oral and written communication skills and be able to explain technical matters clearly and succinctly. You will also have strong organisational skills and the drive to grow your overall management and business expertise as you progress in the firm.

You will be able to work on your own or as part of a client service team as the engagement requires, helping with the development of the technical skills of more junior staff, including reviewing their work where necessary.

### Main Duties

1. Client facing: -
  - 1.1 Prepare statutory financial statements for limited companies and charities.
  - 1.2 Prepare, for both internal and external users, letters and reports in connection with the financial statements, providing explanation of pertinent matters;
  - 1.3 Prepare corporation tax returns for limited companies.
  - 1.4 Provide an efficient and proactive service to clients and ensure that their needs are fully met;

- 1.5 Take a holistic approach to advisory services, taking account of the plans and objectives of the businesses and their owner/managers;
- 1.6 Deal with day to day client matters and liaise with Partners and staff on general matters and specific one off projects;
- 1.7 Accurately complete all assignments within agreed timetables to ensure assignments are completed on time.

## 2. Internal duties:-

- 2.1 Manage and maintain a complete recording, filing and monitoring system in order to efficiently track job completion, levels of work in progress and billing requirements;
- 2.2 Supervise and train junior staff members, including reviewing their work
- 2.3 Complete progress reports etc as required.

## 3. Business development:-

- 3.1 Market the firm and help to bring in new clients by attendance at networking events and development of contacts with other professionals in the locality.

## Person Specification

Criteria	Essential	Desirable	A/I
<b>Experience</b>	Experience of working in a similar role.		
<b>Special Aptitudes</b>	Excellent communication and attention to detail skills.	Preparation of cash flow forecasts and business plans.	
	Ability to work well on own initiative and as part of a team.		
<b>Attainments</b>	ACA/ACCA Qualified		

**Note**

This job description is neither definitive nor exhaustive. It may be reviewed in the light of changing circumstances following consultation with the post holder.

**To apply, please send your CV and covering letter to  
[jobs@simpkinsedwards.co.uk](mailto:jobs@simpkinsedwards.co.uk)**