



ACCOUNTS MANAGER

Location Exeter

Purpose

Joining the firm at Manager level, you will take responsibility for a client portfolio, providing all-round accounting compliance and advisory services.

The role will involve supervision of staff and review of their work as well as accounts preparation, tax compliance and advice, and business services including management accounts. The team acts for limited companies, LLPs, Partnerships and sole traders but we will tailor the mix of your client types to best match your skills and experience.

The successful candidate will also have marketing and networking opportunities.

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.

Main Duties

- Organising and overseeing the administration of the client portfolio, ensuring (in conjunction with other managers) that all deadlines are met, and that departmental workflows and workloads are controlled.
- Preparation or review of accounts, income/corporation tax returns and VAT returns.
- Management of client billings.
- Assisting with the running of the department; mentoring and training more junior members of the team.
- Dealing with day-to-day client matters, liaising with a Partner as appropriate.
- Communicating with clients in writing, by telephone, and in meetings.
- Assisting Partners on general issues and specific one-off projects.
- Marketing the firm, to help bring in new clients and promote value added services to existing clients.

Person Specification

- ACA/ ACCA qualified (or equivalent).
- Practice experience
- Strong interpersonal skills – able to build rapport quickly with colleagues and clients, and to lead and motivate a team. The successful candidate will demonstrate meeting skills and business development qualities.
- Technically expert – tax and accounts knowledge and familiarity with the use of commercial software.
- Aptitude and ambition to progress within the firm.
- Experience with clients in the medical field – preferred but not essential.

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