

ACCOUNTS TRAINEE

Due to sustained organic growth, we are looking for a dynamic candidate to join our Exeter office.

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

- Undertake basic accounts preparation using the firm's office manual and client care procedures to ensure all department assignments are completed to the same high standard.
- Accurately complete all assignments within agreed timetables to ensure assignments are completed on time.
- Investigate and resolve, where possible, problems arising during the assignments and notify your supervisor of unresolved problems to ensure they are addressed on time.
- Record work in a clear and concise manner, ensuring all working papers are legible and well presented to allow other team members to clearly understand the work completed.
- Ensure all outgoing work is proofread and authorised according to the firms procedures.
- Keep Supervisors, Managers and Partners up to date on all dealings with clients.
- Maintain time recording on client affairs on a daily basis in accordance with the firms' procedures.
- Liaise with other departments as necessary.
- Market the firm and help to bring in new clients at every available opportunity.

- Ensure computer skills are developed and maintained to ensure effective completion of work.

Person Specification

- Experience of Microsoft Office to include Excel, Word and Outlook.
- Strong interpersonal skills and the ability to build rapport quickly with colleagues and clients.
- Ability to work independently, or as part of a team.
- Organised and able to plan time efficiently in order to meet deadlines.
- 9 GCSE's 9-5 (A*-C) with at least Maths & English Language Grade 6 (B)
- 3 A Levels (Or Equivalent) with minimum grades of BBC (112 UCAS points).

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**