

Agricultural Accounts Assistant

Location: Any Simpkins Edwards Office

About Us

Simpkins Edwards is a leading firm of Chartered Accountants, Tax Consultants and Business Advisers based in Devon with clients across the UK. Alongside traditional accounting services, we provide tax advice, detailed management accounts, and strategy meetings, to a wide range of business and individual clients. Our almost 60 years of heritage and expert team affords us strong and lasting relationships with our clients, employees, and the community we work within. Our core values of reputation, commerciality and sustainability are at the heart of every decision we make.

We foster a workplace culture built on trust, teamwork, and continuous development. We give you the tools, support, and opportunities to shape your career while helping our clients and communities succeed. We're particularly proud that this commitment to our team was recognised by the Accounting Excellence Awards, where we won Employer of the Year in 2025.

The Role and you

We're seeking a proactive Accounts Assistant to join our dynamic agricultural team. In this role, you'll:

- **Prepare Financial Statements:** Assist in the preparation of accounts for a diverse portfolio of clients, ensuring accuracy and compliance.
- **Manage Bookkeeping Tasks:** Handle day-to-day bookkeeping, including processing invoices, receipts, and payments.
- **Perform Reconciliations:** Conduct regular bank and account reconciliations to maintain financial integrity.
- **Client Interaction:** Communicate with clients to gather necessary information and provide updates on their accounts.
- **Utilise Accounting Software:** Work with platforms like Xero, Sage, and QuickBooks to manage financial data efficiently.
- **Collaborate with Teams:** Coordinate with colleagues across departments to deliver comprehensive client solutions.

We're looking for someone who:

- **Is Qualified or Part-Qualified:** AAT qualified/part-qualified or studying towards ACA/ACCA.
- **Has Practice Experience:** Previous experience in an accountancy practice is advantageous.
- **Is Tech-Savvy:** Proficient in Microsoft Office Suite, especially Excel, and familiar with accounting software.
- **Pays Attention to Detail:** Strong organisational skills with a keen eye for accuracy.
- **Communicates Effectively:** Clear and professional communication skills, both written and verbal.
- **Is a Team Player:** Ability to work independently and collaboratively within a team environment.
- **Has Agricultural Experience:** has a link to or has experience with agriculture.

Why Join Simpkins Edwards?

- **Professional Growth:** Opportunities for continuous learning and career advancement.
- **Supportive Environment:** A collaborative team culture that values each member's contributions.
- **Flexible Working:** Hybrid working arrangements to support work-life balance.
- **Community Engagement:** Be part of a firm that values giving back to the community.

How to Apply

If you're ready to take the next step in your accounting career and join a firm that values your growth and well-being, we'd love to hear from you send your CV and covering letter to jobs@simpkinsedwards.co.uk

Any personal data collected during the recruitment process will be handled confidentially and in accordance with data protection legislation. Information provided will only be used for recruitment purposes and retained in line with our data retention policy.