



AUDIT & ACCOUNTS SENIOR Location: Exeter (with travel)

We are looking for a dynamic candidate to join our Exeter based Audit team.

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

- Prepare statutory financial statements for limited companies and charities
- Undertake all stages of Companies Act audits, including planning, fieldwork, completion, stock take attendances and systems recording.
- Supervise and direct other members of the audit team
- Prepare, for both internal and external users, letters and reports in connection with the audit and the financial statements, providing explanation of pertinent matters
- Prepare corporation tax returns for limited companies
- Provide an efficient and proactive service to clients to ensure that their needs are fully met
- Take a holistic approach to advisory services, taking account of the plans and objectives of the business and their owner/ managers
- Deal with day to day client matters and liaise with Partners and staff on general matters and specific one off projects
- Accurately complete all assignments within agreed timetables to ensure assignments are completed on time

Internal Duties

- 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
- Supervise and train junior staff members
- Complete progress reports etc as required

Person Specification

- AAT/ACA/ACCA part-qualified or AAT Level 4 studying
- Statutory audit experience, gained in a practice environment and including experience of group audits and preparing consolidated financial statements
- You will be able to work to deadlines and within limited response times
- Committed, accurate, methodical and enquiring approach to work
- Commercially astute, with keen analytical and problem-solving mind
- Ability to work independently, or as part of a team
- Strong interpersonal skills and ability to build rapport quickly with clients
- Excellent written and verbal communication skills
- You will be able to develop and operate complex spreadsheets using Microsoft Excel and be competent in Word and Outlook.

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