



## GRADUATE ACCOUNTS TRAINEE

Simpkins Edwards LLP are a leading firm of Chartered Accountants and Tax Advisers. We are looking for a dynamic individual to join our growing Exeter office. The role will include full training and support to achieve your professional qualifications.

**Location** Exeter

### 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.

### Responsibilities – Accounts Role

- Undertake accounts preparation using the firm's office manual and client care procedures to ensure all department assignments are completed to the same high standard.
- Undertake statutory audit assignments as part of a team working both in the office and at client premises as required
- Investigate and resolve, where possible, problems arising during the assignments. Notify your supervisor of unresolved issues 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.
- Develop skills to be able to undertake advisory and specialist work as experience and knowledge grows.
- Ensure all outgoing work is reviewed and authorised according to the firms' procedures.
- Keep Supervisors, Managers and Partners up to date on all dealings with clients. Liaise with other departments as necessary.

- Maintain time recording on client affairs on a daily basis in accordance with the firms' procedures.
- Market the firm and help to bring in new clients at every available opportunity.

### **Person Specification**

- A graduate with a strong exam record.
- Good GCSE / A level results. Strong GCSE's in Maths and English are a minimum requirement
- Excellent written and oral communication skills with the ability to record and explain findings and conclusions in accurate, clear and concise terms.
- Experience of Microsoft Office to include Excel, Word and Outlook.
- Strong interpersonal skills. Able to build rapport with colleagues and clients.
- Organised and able to plan time efficiently in order to meet deadlines. Ability to work independently, or as part of a team.

### **ACA Training**

- One of the main benefits of joining a trainee scheme is that you'll get access to training, without having to pay for it yourself. Getting good qualifications and experience are the best way of making sure that you'll go on to have a successful career in the future.
- To attain the ACA qualification, you will be required to attend courses, usually for up to a week at a time. The training is spread over a minimum of three years and training support is provided including payment of course fees and the provision of study leave, as well as working within our offices to gain practical experience.
- Please note, significant additional study in your own time will be required in order to pass the exams.,
- In committing to support you through your studies, we will have made the judgement that you are capable of attaining the qualification in a reasonable space of time. We will review our assessment of this with you each year.
- You will be responsible for managing your progression, booking and attending courses and exams, and for your overall development, whilst acting in a professional manner at all times.

### **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@simpkinedwards.co.uk](mailto:jobs@simpkinedwards.co.uk)**