



ACCOUNTS SENIOR

Simpkins Edwards LLP are a leading firm of Chartered Accountants and Tax Advisers. We are looking for a dynamic individual to join our growing medical team.

Location Exeter/Hybrid

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.

The Role

You will be part of an ever-growing, enthusiastic and hardworking specialist medical team, providing accountancy, taxation and business support to a variety of healthcare providers such as GP practices, as well as individual GPs and hospital consultants.

Responsibilities – Accounts Role

- Preparation of GP practice accounts, superannuation calculations and certificates
- Preparation of VAT returns including partial exemption VAT calculations
- Provide an efficient and proactive service to clients to ensure that their needs are fully met
- Accurately complete all assignments within agreed timetables to ensure assignments are completed on time
- 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, train and support junior staff members
- Deal with day to day client matters and liaise with Partners and staff on general matters and specific one off projects
- Take a holistic approach to advisory services, taking account of the plans and objectives of the business and the management board

Person Specification

- AAT/ACA/ACCA part-qualified or AAT Level 4 studying
- 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
- Experience gained within an accountancy practice
- Experience with GP practices – 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.