



## ACCOUNTS ASSISTANT

**Location:** Exeter, Devon

**Contract Type:** Full-time, Permanent

**Flexible Working:** Hybrid options available

### About Us

At Simpkins Edwards, we're more than just accountants—we're trusted advisors who empower businesses and individuals across the Southwest to focus on what they do best. With over five decades of experience, our team combines deep sector knowledge with a personal touch, ensuring our clients feel confident and supported every step of the way.

### The Role

We're seeking a proactive Accounts Assistant to join our dynamic Exeter 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.



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## About You

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.

## 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](mailto:jobs@simpkinsedwards.co.uk)



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