



AUDIT AND ACCOUNTS MANAGER

Location: Exeter, Devon – with travel to client offices

Contract Type: Full-time, Permanent

Flexible Working: Hybrid options available

About Us

Simpkins Edwards is a forward-thinking accountancy firm based in the heart of Devon, with clients across the UK and beyond. We're proud of our strong team culture and our commitment to delivering outstanding service to our clients. Whether working with local charities or limited companies, we build long-term relationships grounded in trust, expertise, and a proactive approach.

About the Role

This role is ideal for someone who enjoys a varied portfolio and the opportunity to build meaningful relationships with clients. You'll be responsible for preparing annual financial statements and managing audit assignments for a range of small and medium-sized companies and charities.

You'll work closely with partners to deliver high-quality, tailored services throughout the year — not just at year-end. You'll also be actively involved in coaching junior staff, contributing to internal processes, and supporting the wider development of the firm.



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Key Responsibilities

Client work:

- Prepare statutory financial statements for limited companies and charities
- Lead and complete audit assignments from planning to finalisation
- Draft clear, well-structured reports and client correspondence
- Prepare corporation tax returns for limited companies
- Build strong client relationships and provide a responsive, proactive service
- Understand your clients' wider goals and offer tailored support within regulatory boundaries
- Manage day-to-day client queries and contribute to ad hoc projects
- Deliver assignments accurately and on time, managing your own workflow and deadlines

Internal responsibilities:

- Maintain up-to-date and accurate records of job progress and billing requirements
- Review work prepared by junior team members and support their ongoing development
- Contribute to internal reporting and team updates as required

Business development:

- Represent the firm at networking events and local professional meetups
- Help grow the firm by building connections and supporting new business opportunities

We're looking for someone who is:

- ACA or ACCA qualified
- Experienced in completing audit assignments within a practice environment
- A clear communicator, both written and verbal, with excellent attention to detail
- Able to work independently and as part of a wider team
- Organised and confident managing multiple deadlines
- Comfortable mentoring junior colleagues and reviewing their work

Experience with preparing cash flow forecasts and business plans would be a bonus, but not essential.



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How to Apply

If this sounds like the right fit for you, we'd love to hear from you. Please send your CV and a short covering letter to jobs@simpkinsedwards.co.uk.



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