

Manager (Healthcare Team)

Location: Exeter

Contract Type: Full-time, Permanent

Flexible Working: Hybrid working available

About Us

At Simpkins Edwards, we're a leading firm of Chartered Accountants and Tax Advisers with over 50 years of experience supporting businesses and individuals across Devon and beyond. Our friendly, forward-thinking team combines sector expertise with a personal approach, ensuring our clients always receive exceptional service and support.

The Role

You will be part of an ever-growing specialist medical team, providing accountancy, taxation and business support to a wide variety of healthcare providers, medical practitioners, limited companies, sole traders and partnerships.

Responsibilities – Accounts Role

- Organising and overseeing the administration of the client portfolio, ensuring (in conjunction with other managers) that all deadlines are met, and that departmental workflows and workloads are controlled.
- Preparation or review of accounts, income/corporation tax returns and VAT returns.
- Management of client billings.
- Assisting with the running of the department; mentoring and training more junior members of the team.
- Dealing with day-to-day client matters, liaising with a Partner as appropriate.
- Communicating with clients in writing, by telephone, and in meetings.
- Assisting Partners on general issues and specific one-off projects.
- Marketing the firm, to help bring in new clients and promote value added services to existing clients.



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Person Specification

- ACA/ ACCA qualified (or equivalent).
- Practice experience.
- Strong interpersonal skills – able to build rapport quickly with colleagues and clients, and to lead and motivate a team. The successful candidate will demonstrate meeting skills and business development qualities.
- Technically expert – tax and accounts knowledge and familiarity with the use of commercial software.
- Aptitude and ambition to progress within the firm.
- Experience with clients in the medical field – preferred but not essential.

Why Join Simpkins Edwards?

- Join a supportive, knowledgeable team who value collaboration and professional development
- Benefit from real career progression and specialist training opportunities
- Enjoy a flexible hybrid working environment that supports your work-life balance
- Work for a firm that actively contributes to its local community

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.

How to Apply

If you're ready to take the next step in your 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



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