



## Graduate Accounts Trainee

**Location:** Exeter

**Salary:** Competitive + fully funded ACA training

**Contract:** Full-time, permanent

### About Us

We're Simpkins Edwards LLP – a leading, forward-thinking firm of Chartered Accountants and Tax Advisers based in beautiful Devon. With access to beaches, moors, rivers, and vibrant cities, our Exeter office is a fantastic place to launch your accountancy career. Our clients span the UK and beyond, and we pride ourselves on exceptional service delivered by an expert, friendly team.

### The Role

We're looking for a motivated and detail-focused graduate to join our growing Exeter office as a Graduate Accounts Trainee. You'll gain hands-on experience in both accounts preparation and audit, working with a diverse client base, while receiving full training and support to achieve your ACA qualification.

You'll be part of a supportive team from day one and build up your skills with increasing responsibilities as your knowledge grows.

### Key Responsibilities

- Assist in the preparation of accounts in line with firm procedures and quality standards
- Support statutory audit assignments both in the office and at client premises
- Investigate and help resolve queries during client assignments, escalating where needed
- Maintain clear and accurate working papers for all jobs undertaken
- Begin to develop advisory skills as you progress through your training
- Ensure all work is checked and authorised in line with firm procedures
- Communicate regularly with supervisors, managers and partners about client work
- Keep accurate time records on client work daily
- Contribute to marketing the firm and identifying opportunities for new client engagement

1



**ICAEW**  
CHARTERED  
ACCOUNTANTS

## What We're Looking For

- A university graduate with strong academic performance
- Excellent GCSEs (minimum B/6 in Maths and English) and solid A-level results
- Clear and confident written and verbal communication skills
- A proactive, organised approach with strong attention to detail
- Good interpersonal skills – able to build rapport with clients and colleagues
- Confident using Microsoft Office, especially Excel, Word and Outlook
- A team player who is also able to manage individual tasks independently

## Your ACA Training & Support

- Fully funded ACA qualification with paid study leave
- Courses typically run for up to a week at a time, with a blend of study and practical work
- Ongoing review and development to help you reach your qualification within the training period (typically three years)
- Access to experienced mentors and a professional development structure
- Please note: Significant personal study time outside of working hours is required to pass exams
- You'll be responsible for managing your own training schedule, booking courses and exams, and driving your own development

## Why Join Us?

- Full support through a professional qualification without the debt
- Real responsibility from the outset
- Exposure to a wide variety of clients and sectors
- A friendly, ambitious and experienced team
- A chance to live and work in one of the UK's most desirable regions

## How to Apply

If you're ready to start your career in accountancy with a supportive firm that invests in your future, we'd love to hear from you.

Send your CV and covering letter to [jobs@simpkinsedwards.co.uk](mailto:jobs@simpkinsedwards.co.uk)



**ICAEW**  
CHARTERED  
ACCOUNTANTS