



## MANAGER - HEALTHCARE

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

**Location** Exeter/Okehampton/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 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 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 billing.
- 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/Director.
- Communicating with clients in writing, by phone, and in meetings.
- Assisting Partners/Directors 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.

## **Person Specification**

- ACA/ACCA qualified (or equivalent).
- Accountancy 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.
- Experience with clients in the medical field – 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.