



We Do More Than Just Accounting

moore

accountancy

Part Time Office Administrator

The Company:

We are a small accountancy practice based in a home office in Altrincham (Navigation Road) looking for an enthusiastic and organised individual to join our team as an Office Administrator.

The role is for 2 days a week, with potential to increase it over time, depending on the candidate's experience and adaptability.

This position would suit a highly motivated, conscientious individual, who is confident with general administration and sales whilst having the vision of developing internal systems and processes.

The Role:

The primary role is providing administrative and sales support to the office. This will include

- Maintaining client information on the firm's practice database.
- Answering the phone and taking messages.
- Copying, scanning, filing and archiving of documentation
- Running the whole onboarding and money laundering process for new clients
- Management of the firm's fee protection insurance policy.
- Invoicing monthly
- Chasing payments from debtors
- Maintaining our planner for work that has come in and is due to come in
- Managing leads database and following them up via email and telephone
- Sending out bulk mailings to clients
- Entering invoices and receipts into our bookkeeping system (training will be provided)
- Working to assist the rest of the team wherever possible.

The Candidate:

The candidate should have the following qualities:

- Good working knowledge of Word and Excel and should be interested in new technology such as databases and CRM.
- Have an interest in marketing, including promotion of the firm via social media, organising mailshots, using Linked In, etc
- Good organisational and interpersonal skills are essential.
- Excellent telephone manner - dealing with incoming and outgoing calls
- Punctual with an excellent work ethic
- Ability to use discretion accordingly as you will be dealing with confidential, private or personal documents
- Enthusiastic – quick and eager to learn the processes we currently have in place
- Adaptable – this is a constantly evolving role, so we therefore need a person who can adapt as the role develops
- Confident & driven – you must be confident in managing your own work load and liaising with clients/staff and willing to make this role your own
- Some experience of working in an accountancy practice or similar environment would be an advantage.
- Applicants should have at least grade B at GCSE level (or equivalent) in English and Maths.

Hours:

Part time permanent with 10 hours a week minimum, but this can be flexible across 2 or 3 days depending on the right candidate and their needs. A commitment to regular days is necessary once appointed.

We would like a few hours a week handover with our current administrator for 4-6 weeks, with the role starting properly in September 2018.

Application:

Please send your cv with a covering letter detailing why you would be suitable for the role, what your anticipated days of work would be and your expected rate of pay.

These should be sent via email to hello@mooreaccountancy.co.uk with your name and the job role in the subject field.

We plan to undertake initial interviews at the end of June with the successful candidate starting for a few hours from the end of July (subject to holidays and availability).