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| Job Title | Administration Assistant |
| Location | Bath |
| Reporting To | Office Manager |
| Key Relationships | Admin team and all departments |
| Job Purpose | |
| <p>As the Administration Assistant you will support the Receptionist to ensure that the office functions efficiently and provide excellent customer service. You will also be responsible for maintaining our client record system and provide admin support to our 37-strong team of Chartered Accountants and Tax Advisors.</p> | |
| Job Role | |
| <ul style="list-style-type: none"> • Assisting the receptionist with incoming phone calls and the daily running of the office • Assisting with the production of client invoices and statements • Archiving client and company records • Assisting the company secretary with HMRC correspondence • Ad hoc word processing of tax and accounting reports • Maintaining client record system and arranging returns • Scanning all incoming post and distributing to staff in-trays • Scanning account and tax records • Assisting the tax department to become paper free and submitting tax returns during busy periods | |
| Person Specification | |
| <ul style="list-style-type: none"> • Strong interpersonal and client handling skills. • Good written and verbal communication skills. • Great attention to detail • Good knowledge of Microsoft Office, with a focus on Word and Excel. • Administration experience preferable but not a necessity. | |
| What's in it for you | |
| <ul style="list-style-type: none"> • Competitive salary • Annual salary review • 25 days holiday plus Bank Holidays • Hours 37.5 per week full time • Life Assurance (4x Salary) • Personal Pension, Employer 3% Employee min 2% • Joining a busy and friendly team in the heart of Bath | |