



Job Description

Job Title: Administrator

The role will be of a 'Administrator' for a firm of accountants responsible for managing the firms' databases, procedures, and office. This will include managing the firm's database, onboarding new clients, offboarding ex-clients, undertaking company secretarial for clients.

The role will require a good knowledge of Microsoft Office and preferably the IRIS Accountancy Suite. The ability to produce accurate work in a time-pressured environment is essential.

Good oral and written communications skills will be required to communicate with clients and our team members.

The ideal Candidate will have experience in a Professional Office and ideally in an accountancy practice. They will have strong IT skills and the ability to work under their own initiative.

Main Duties & Key Responsibilities:

- To manage and maintain the company's databases, including the on-boarding of new clients (including file creation), removal of ex-clients, maintaining the clients service schedules and related jobs.
- To manage and maintain the suite of standard letter templates and producing mailshots as required.
- To be responsible for overseeing the receptionist and reception area (and meeting rooms), including covering on reception as required, answering the telephone, monitoring the general company email account, monitoring the office maintenance requirements, and filing systems.
- To be responsible for maintaining office systems and creating systems to improve workflows and efficiencies.
- Undertaking Company Secretarial work for clients and filing documents with Companies House, including the formation of new companies.
- To be responsible for the annual health and safety review and ensuring compliance with requirements.



- Undertaking general office admin tasks, including being responsible for the postal system.
- Any other reasonable task.

The Person

This role will be suited to someone who would like to work in a professional but friendly environment, who wishes to develop their current skills and assist in the development of the practice.

A good working knowledge of Microsoft Office is essential, and experience of the IRIS Accountancy suite would be an advantage.

The job would be for a part-time (25 hours per week), experienced individual, but a full time position would be considered for a suitable candidate.

The salary package on offer will depend on the successful candidate's experience and current qualifications.

The successful candidate will need to be well organised and able to work under their own initiative, and would need to be a team player.

Apply via email to accountants@essexabel.co.uk for the attention of Mr J Oram

Essex Abel Ltd
Accountants & Tax Advisors
4 Bank Court
Weldon Road
Loughborough
Leicestershire
LE11 5RF

Tel: 01509 267827
Email: accountants@essexabel.co.uk