

Admin Support – Part time

Location Barnstaple Office

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.

Main Duties

New Client set up:-

Admin for new clients

Produce engagement letters

Chase up professional clearance

Chase up outstanding client paperwork

Chase up ID checks

Quickbooks Online onboarding set up

In house database set up

General Office:-

Reception (includes answering phone, taking accurate messages, meet/greet clients, maintain visitors / phone record list)

General Office – incoming and outgoing post, archiving, scanning, mailshots, etc

Booking in accounts, VAT and tax return information on receipt and identifying missing information. Chase up outstanding client paperwork and payments.

General administration in relation to client queries and correspondence.

Copy Typing

Attending post office or franking post box

Order stationery, office supplies

Deal with client payment of fees

Use and maintain in house database.

Property:-

Admin support for office property maintenance, repairs organisation and projects

Portal:-

Set up and regular usage

Person Specification

Criteria	Essential	Desirable
Experience	Word processor/ keyboard/computer skills with experience of Microsoft Word, Microsoft Excel and Microsoft Outlook	
	Good Typing Skills	Audio typing experience.
	Reception skills	
Special Aptitudes	Clear and confident communication skills both spoken and written.	
	Ability to work within a team.	
	Ability to work effectively under pressure	
	Good presentation and attention to detail.	
	Good time management	
Attainments	GCSE or equivalent Mathematics and English	

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.

To apply, please send your CV and covering letter to jobs@simpkinsedwards.co.uk