

Job Title: Administrator Coordinator
Department: Company Secretarial Department
Reports to: Director

General Summary

To provide secretarial and administrative support to the Company Secretarial Department.

Duties and Responsibilities

- Preparation of accounts filing deadline lists (“accounts diary”) for partners;
- Dealing with queries and updating records in relation to the accounts diary;
- Filing of accounts and other documents with Companies House;
- Filing of accounts with the Charity Commission;
- Dealing with Companies House correspondence received for client companies;
- Preparation of engagement letters;
- Assist with general administration of the department and special projects;
- Forwarding of client “Registered Office post”;
- Dealing with new / lost clients;
- Reviewing Companies House invoices and allocating costs to clients;
- Assist in maintaining / updating databases / spreadsheets; and

Behavioural Skills

- The candidate must have general office environment knowledge
- Good administrative / secretarial skills
- Be organised and able to organise others
- Able to prioritise workload, deal with deadlines and manage relationships with colleagues / clients
- Team player
- Willingness and ability to help others
- Excellent telephone manner
- Good communication skills
- Quick to learn

Work based competencies

- Knowledge of Microsoft Office packages including Word, Excel, Outlook, Internet

Training will be supplied for relevant Company Secretarial packages.

Package

- 22 days holiday
- Death in Service cover

After probationary period

- Season Ticket Loan
- Pension scheme
- Group Income Protection Insurance
- Flexible benefits – including trading of holiday

The Firm

haysmacintyre is a 36 partner firm of Chartered Accountants and business advisers with around 250 staff, delivering a wide range of specialist services from a single location in central London.

The mission statement of the Firm is to be recognised as business advisers to the SME community. Our marketing strategy, which was recently reviewed, concentrates on a number of key sectors: corporates (real estate, media and entertainment, sports, automotive), professional practices, charities/not for profit organizations and private clients.

Our services include audit, business tax, corporate finance, personal tax and financial services, VAT, business support, employer support, company secretarial, IT and other advisory services.

haysmacintyre are joint owners of MSI, an international alliance in legal and accounting firms, with over 250 firms in 100 countries.

Further information is available on our web site www.haysmacintyre.com