

Administrative Co-ordinator

This role is an exciting opportunity and will be providing excellent administrative support to all areas of our Tax department including VAT, Employment Tax and Payroll. You will be supporting the teams in a very busy environment where confidentiality, personality and a proactive approach is essential.

You will have excellent organisational and interpersonal skills with a flexible and enthusiastic approach to work. You will be a good supportive team player. You will be highly motivated, proactive and able to multi task, juggling responsibilities for these busy teams. Experience of having worked in an office environment will be beneficial. You must be able to demonstrate how you prioritise your time.

A brief outline of the main responsibilities are set out below:

- Typing general correspondence and administration of the department
- Assistance with electronic filing of correspondence
- Preparation of Engagement letters
- Assistance with obtaining client documentation for Anti-Money Laundering purposes
- Professional Clearance letters
- Preparation of forms 64-8
- Organising internal and client meetings
- Diary management
- Compliance progress checking & reporting
- Monitoring of internal filing deadline for returns etc
- Assisting with WIP reports and billing
- Dealing with new / lost clients
- Assist in maintaining / updating databases / spreadsheets

Behavioural skills

- Excellent administrative
- 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 provided for departmental packages