

JOB VACANCY

harwoodhutton
accountants
www.harwoodhutton.co.uk

Position: Secretary/Receptionist (Beaconsfield)

Harwood Hutton is a leading firm of chartered accountants and, tax advisers with a UK and international client base. We deal with a wide range of professional people and it is essential they are handled courteously, promptly and efficiently, whether in person at our offices or over the telephone.

We are looking for a top class Secretary/Receptionist who will quickly understand the nature of our business and offer an excellent front-of-house service while providing full secretarial support for one of our Directors. The successful candidate will be the first point of contact for all clients and non-clients. The role will include:

Full secretarial and administrative support for a Director, including:

- Producing letters and documents
- Sort Director's post and action items as necessary
- Produce and send monthly invoices
- Setting up new clients on our database
- Formation of new companies and related administration
- Company Secretarial tasks, including Confirmation Statements and keeping statutory books up to date
- Liaising with clients on various matters.

Full Reception duties, including:

- Answering all incoming telephone calls
- Meeting/greeting clients and dealing with any immediate issues they may have
- Preparing refreshments and organising lunches
- Opening, sorting, scanning and distributing company post
- Dealing with outgoing mail and arranging couriers
- Filing and archiving
- Overseeing office maintenance when necessary
- Performing *ad hoc* duties as required.

The successful candidate will have an excellent knowledge of Microsoft Word and Outlook and have a good command of spoken and written English. They will be smartly presented, efficient, pleasant, and with excellent communication skills. A customer focus is critical.

The role is full time, Monday to Friday 9am–5.30pm, with competitive salary and benefits. Prior experience of reception and secretarial work, preferably in a professional environment, is essential.

If you are interested, please email a copy of your CV along with a letter of application to Jo Phillips (jophillips@harwoodhutton.co.uk)