

Experienced Administrator
Full time - 38.5 hours per week

Job Role

An opportunity has arisen within our Admin Team. We are looking for a motivated, pro-active and forward-thinking individual.

Torr Waterfield, a leading independent Leicester accountancy practice are currently recruiting for an experienced individual with varied administrative knowledge. Experience of working in a general accounting environment would be an advantage but not essential as full training will be provided.

What you will be doing?

New client set up – Allocating new client references, setting up on Iris client management software, preparing new client forms & letters and sending welcome pack to client. Writing for professional clearance from previous accountant where applicable.

Company incorporations – Setting up & processing new company incorporations through Iris software & setting up as a new client and sending client welcome pack as above.

In addition to the above you will be dealing with:

- Money laundering checks
- Share Changes
- Statutory Changes
- Companies House forms re Appointment/Termination of Director, Change of Limited Company Name, Special resolutions and Minutes.
- Change of name for individuals
- Company Strike off
- VAT applications & Deregistration (VAT 1) on-line & VAT letter to client
- Liaising with HMRC re Agent Authorisation & processing of HMRC forms
- On-line company searches for obtaining copies of credit checks, accounts, confirmation statements and any other statutory changes
- Raising invoices as required for company formations, statutory work & fee protection quotes
- Keeping Iris software systems up to date for all jobs that you are working on and client details in general
- Ad hoc tasks such as filing, address changes, assisting with confirmation statements

Following up with clients by telephone & email - to ensure signed forms are received back from clients, filed in our cloud-based document management system & submitted to HMRC & Companies House in a timely manner

Skills required

- IT literate & proficient in the use of Microsoft Word
- High attention to detail
- Planning & Organising your workload, taking responsibility for meeting targets
- Being able to deal with difficult clients with tact and diplomacy
- Communicating effectively with the Managers and Directors
- Working well as part of the team & sharing your knowledge and experience with others
- Using your own judgement to identify ways to improve job approach if needed
- Ensuring that Client Confidentiality is maintained at all times

What does the ideal candidate look like?

Excellent verbal & written communication skills with a high level of attention to detail.
Skilled at dealing with people and have the ability to support work colleagues.
Organised and deadline driven.

What you'll get from us

Full training

A competitive salary

A hybrid approach to office and remote working if desired, with up to 2 out of 5 days remote working available (workload and staff level permitting)

32 days holiday (20 days plus 8 bank holidays & 4 days over Christmas period). Leave increases with years in service and an option to buy extra annual leave.

Contributory pension scheme & life assurance.

A highly skilled, driven and super friendly team to work alongside and develop your talents.

Opportunities to flourish in your role through training and personal development.

Team Building events, Charity Challenges, Annual Christmas and Tax celebrations.

What next?

Please email a CV and a short, snappy cover letter or email that explains why you're the perfect person for this role.

Please email recruitment@torrwaterfield.co.uk and be sure to write 'Experienced Administrator' in the subject line.