

PART-TIME ADMINISTRATIVE ASSISTANT JOB PROFILE/DESCRIPTION

Job Purpose

This role will form part of our wider administrative team but will primarily focus on the day-to-day administrative needs of the tax team and the Tax Director. Reports to Business Support and Administration Manager with daily interaction of the Tax Team.

Main Responsibilities

Client Take-On and Compliance Support

Assisting with the client onboarding process, including:

- Anti-Money Laundering (AML) checks and related documentation
- Issuing and monitoring engagement letters
- Setting up new clients on the firm's internal systems and databases
- Liaising with clients to obtain required information and documentation in a timely manner
- Ensuring client records are complete, accurate and kept up to date

Billing and Client Administration

- Assisting with billing and invoicing for tax clients
- Supporting the client disengagement process, including:
- Issuing disengagement letters
- Updating internal systems
- Ensuring compliance procedures are followed
- Update the firms database to reflect any changes in services provided and allocate new internal client codes where required.

Director Support

- Assisting with diary management where required
- Potentially supporting with email management, including monitoring inboxes, flagging priorities and responding where appropriate
- Providing general administrative support to help manage workloads effectively

Departmental and Team Support

- Providing day-to-day administrative support to the Tax team
- Working collaboratively with the wider admin team to ensure consistent service across the firm
- Supporting ad-hoc administrative tasks as required during busy periods

HOPPER WILLIAMS & BELL

Person Specification

Criteria	Essential	Desirable
Skills and Experience	<ul style="list-style-type: none">• Previous experience in an administrative role• Strong organisational skills with good attention to detail• Ability to manage multiple tasks and prioritise effectively• Good written and verbal communication skills• A professional and discreet approach to handling confidential information• Competent IT skills, including Microsoft Office	<ul style="list-style-type: none">• Experience within an accountancy practice or professional services environment• Familiarity with AML procedures, client onboarding or billing processes
Personal Attributes	<ul style="list-style-type: none">• Reliable and conscientious• Willing to learn and develop new skills• Able to work independently and as part of a team• Calm and organised, even during busy periods	