



## Job Description for Workflow Administrator

### Role Responsibilities

The Workflow Administrator will be responsible for the following tasks:

Workflow management – monitoring the workflow of the accounting team, scheduling client accounting work, following up and collating client records.

Administration - assisting the administration team in the process and dispatch of financial statements, client database maintenance, CPD register maintenance and providing back up where required with annual company return filing, company incorporations and client trust administration.

You will need to be a multi-tasker, efficient, organised, good with deadlines and committed to high levels of professionalism and confidentiality.

### Personal Attributes and Experience

- Excellent attention to detail
- Well presented with good written and verbal communication skills
- Calm under pressure with the ability to schedule and timeframe to meet deadlines
- Ability to self-organise and take responsibility for systems in areas of responsibility
- Willingness to learn new skills to support the administration team in all areas
- Technologically capable and able to pick up new information quickly
- Previous experience in a chartered accounting firm, or other professional services firm
- (preferred)
- Committed to confidentiality, professionalism and a high level of ethical standards

### Terms of Employment:

Hours: Approximately 20 hours per

### Working Conditions:

Modern attractive offices using the latest in technology.

Workspace equipment and tools as required and as assessed by an independent ergonomic expert to ensure a comfortable and efficient working environment.

If you consider that you have the ability to work with and support a busy professional team, and provide exceptional service to their clients, please submit your Curriculum vitae and cover letter.