

JOB DESCRIPTION

Job title	Administrator
Location	Milton
Department	Support Services
Line manager job title	Office Manager

Overview

To provide efficient and professional administrative support across all PEM service lines. Working as a team to ensure an excellent level of service is provided to clients, and colleagues at all times.

Key accountabilities

- Creating contacts on CCH to link to clients and/or employment.
- Maintaining Fibre CRM - engagement letters and AML (Smart Search) - ensuring accuracy and maintaining up to date data at all times.
- Undertaking billing in a timely fashion and in line with yearend deadlines.
- Disengagement Letters, where needed.
- Running and reviewing CCH Financial reports, ensuring accuracy.
- Adding templates and saving document to Intapp, keeping the system up to date at all times.
- Land registry searches and all associated work.
- Covering Reception when needed.
- Opening post and scanning in, as and when required.
- Franking post as and when needed.
- Assist Partners with tender presentations, ensuring accuracy at all times.
- Taking accurate and meeting minutes and managing follow up actions.
- Kreston conflict checks.
- Support keeping Retain up to date and accurate.
- Assistance with Caseware.
- Order Certificate of Good Standing for clients as and when required.
- Ongoing improvement within admin department
- Introduction of new processes as and when required.
- Broader firmwide view of admin function.

Person Specification

- Excellent knowledge of Microsoft Office.
- Highly computer literate and able to use case management systems efficiently.
- Excellent attention to detail.
- Good communication skills.
- Curious and can-do attitude.
- Team player.