

Date posted: July 2018  
Job Title: Administrator  
Reporting to: Partner; Office Manager  
Hours of work: Full time  
Location: Billericay, Essex



CHARTERED  
ACCOUNTANTS



## About Us

Mudd Partners LLP is a firm of Chartered Accountants and Business Advisers providing a full range of accounting and business advisory services to a diverse range of corporates, owner managed businesses and private clients across the South East of England. We are a single location practice based in Billericay, Essex with six partners and approximately 25 staff.

## Job description

We seek a tech savvy administrator to work with our excellent team of accountancy professionals.

Your primary role is to deliver an excellent customer experience to our clients by resolving day to day enquiries either directly or with the support of your colleagues.

You will also be integral to our digitisation programme of both internal systems and client communications.

A confident, personable manner is essential as is an eye for detail and bundles of enthusiasm!

Training and support will be provided. Further skills development is available for candidates seeking career progression.

## Main Duties

- ✓ Resolving or directing client telephone and e-mail enquiries.
- ✓ Maintaining and evolving our digital database.
- ✓ Maintaining our document management system.
- ✓ Assist accounts team with ad hoc data processing.
- ✓ Assist with typing during busy periods.
- ✓ Ad hoc admin assignments.

## Skills and Experience

- ✓ Proficient knowledge of Microsoft Office suite is essential.
- ✓ Excellent telephone manner is essential.
- ✓ Knowledge of Iris Accountancy suite is advantageous but not essential.
- ✓ Knowledge of Virtual Cabinet document management software is advantageous but not essential.

## Remuneration package and benefits

- ✓ Subject to relevant skills and experience.
- ✓ Flexible working hours

## To Apply

To be considered for this role, please send your CV to Mark Wright (email [markwright@mudd.co.uk](mailto:markwright@mudd.co.uk))

We welcome like minded and talented individuals so if you do not currently meet the above criteria but feel that you can add value to our business in other areas then we would be pleased to receive your CV with an explanation to that effect.