



## Marketing Assistant

Full Time / Dundee

### The Opportunity

Due to our continued success, we are looking for a Marketing Assistant to provide support to our Marketing Team, ultimately helping to support our future growth and deliver our vision.

Joining a busy team of two, you will assist in delivering a pro-active, efficient and effective marketing and business development support service to the firm to enhance the profile and understanding of the firm in its service lines and business sector specialisms.

You will act as a brand ambassador for EQ and will promote good marketing practice amongst all staff in the firm.

### About us

- **We are:**
  - One of the 15 largest independent accountancy and business development practices in Scotland, with long established connections in Tayside and Fife.
  - In October 2017, we were awarded “Most Innovative Large Firm” at the national 2020 Annual Innovation Awards, having previously won “Managing Partner of the Year” in 2015. In addition, we are past finalists in the categories of “Best Medium Firm” and “Training Manager of the Year” at the Scottish Accountancy Awards.
  - This year we have been nominated for “Tremendous Learning and Development” and “Exceptional Employee Engagement” for this year’s cHeRries Awards, along with “Tax Team of the Year” at the Scottish Accountancy & Finance Awards.
  - Members of the Kreston International network, allowing us to provide national and international services to our clients.
- **We have:**
  - Over 100 staff with 15 partners including over 40 fully qualified accountants and 5 Chartered Tax Advisers, working from our 4 offices in Cupar, Dundee, Forfar and Glenrothes.
- **We offer:**
  - Support and training to allow you the opportunity to develop and progress your technical and personal skills within our growing practice
  - Excellent working conditions, including a 35 hour working week
  - Competitive salary and benefits package (based on qualifications and experience)

### The Role

- Supporting the Marketing Co-ordinator on all marketing related duties
- Act as an ambassador for EQ and market the firm
- Assist the completion of marketing communications, ensuring corporate identity is maximised
- Manage and influence relationships internally and externally at all levels building strong relationships
- Assist in marketing the firm to existing clients and helping to bring in new clients by effectively promoting all our services and business sectors

# Talent Factsheet



CHARTERED ACCOUNTANTS

## The Candidate

### Essential

- Sound understanding of PR/marketing
- Good administration skills and IT skills
- Excellent oral and written communication skills
- Excellent attention to detail and accuracy
- Ability to work as part of a team and work unsupervised
- Ability to multi-task, manage time and prioritise work effectively
- Ability to work to deadlines

### Desirable

- Degree in marketing, communications or a business related degree
- HND marketing, communications or a business related subject
- Sound knowledge of professional practice environment
- 1 years work experience within a marketing environment

## To apply

Please send your CV and covering letter to [recruit@eqaccountants.co.uk](mailto:recruit@eqaccountants.co.uk)

A full job description is available on request.