



Administrative Assistant/Receptionist

Part Time / Forfar

The Opportunity

We are renowned for our professionalism and providing clients with a high quality service. We currently have an exciting opportunity in our Forfar office for an experienced Administrative Assistant/Receptionist to join our vibrant, growing accountancy practice.

In this role you will be responsible for providing a range of administrative duties in support of our technical team as well as reception cover.

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.
 - Members of the Kreston International network, allowing us to provide national and international services to our clients.
- **We have:**
 - Over 100 members of staff and 15 partners, 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 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

- Reception
- Records (Document Management/Archiving and Scanning)
- Administration
- Housekeeping

The Candidate

Essential

- At least 6 National 5 grades (or equivalent) at grade B (or equivalent) or above – one of which must be English
- Microsoft Outlook and Microsoft Office
- Good standard of written and spoken English
- Accuracy and attention to detail
- Proven practical experience of reception and administrative duties
- Good IT skills and accurate typing
- Strong proof reading skills
- Organisational skills
- Ability to work as part of a team
- Committed to excellent client care
- Clear, concise and logical verbal and written communication skills
- Flexibility

Desirable

- Higher English (or equivalent)
- HNC or HND in Business Administration or equivalent
- Virtual Cabinet experience or experience of another document management system
- 3 – 5 years experience working within Professional Services
- Audio Typing

To apply

Please send your CV and covering letter to recruit@eqaccountants.co.uk

A full job description is available on request.