

Senior Administrator – Job Description

Tattersall Bailey is looking for a well-organised, proactive and adaptable senior administrator to join its team. The company is rapidly expanding and there is scope for the job role to evolve with the firm.

Candidates must be self-motivated, experienced administrators with an ability to prioritise a busy workload. They should be personable with excellent communication skills. The role will be varied and is designed to support the smooth running of the firm.

Job title	Senior Administrator
Location	Carlisle with occasional days in Cockermouth when required
Employment type	Full-time, permanent
Company Overview	Tattersall Bailey is a modern, cloud-based accountancy practice with offices in Cockermouth and Carlisle. We are passionate about delivering excellent accounting and tax solutions to our rapidly expanding client base.
Reports to	Practice manager and partners
Salary	Competitive salary based on skills and experience
Benefits	25 days holiday plus bank holidays (26 after 5 years) Birthdays off (in addition to holiday allowance) Smart/casual dress code Bonus for new client introductions Friendly team/staff socials
Primary responsibilities	Oversee daily administrative operations to ensure efficient office functionality Develop, implement and maintain office policies and procedures Help coordinate and supervise administrative staff Lead administrative projects Analyse administrative procedures and identify areas to improve Help maintain client database and software Reception duties; Answer and redirect calls, greet clients coming into the office Manage incoming and outbound correspondence and client books and records Scanning, filing, typing

	<p>Attend and minute meetings</p> <p>Run errands and oversee general office supplies</p>
Essential skills and experience	<p>Excellent attention to detail</p> <p>Proven experience in an administrative role</p> <p>Good communicator</p> <p>IT literacy, especially Office 365</p> <p>Organisation, excellent time-management and multitasking</p> <p>Self-motivated, flexible and quick to learn</p> <p>Team player</p>
Desirable skills and experience	<p>Relevant qualification</p> <p>Knowledge of office management systems and procedures</p> <p>Minute-taking</p>
Contact details	<p>Please contact Susi Seward, practice manager, for more information or to submit a CV and cover letter.</p> <p>Susi.seward@tbc.uk.com</p> <p>01900 826111</p> <p>Applications will be reviewed on a rolling basis until the position is filled.</p>