

Johnston Carmichael, the largest independent firm of Chartered Accountants and Business Advisers in Scotland and one of the Top 20 accountancy firms are currently recruiting for the following position:

Document Controller

Reports to: Head of IT

Job Type: Permanent

Hours of Work: Full-time (36.25 hours per week)

Location: Elgin

Salary details: Competitive

Job Purpose: The role of the Document Controller will be to provide administrative support to the Document Control and Scanning Teams with emphasis on maintaining and enhancing our plans for Electronic Record Management. The role will also require involvement in wider activities, working with the Head of IT to help implement strategy.

The successful candidate will be responsible for:

- Working with the scanning team to transfer paper files to electronic records in our document management system.
- Quality control of how information is electronically filed in our document management system.
- Management of the ongoing retention and destruction of records in our document management system, and other client storage systems in line with legislative requirements.
- Working with the local scanning personnel at each of our offices to ensure a consistent way of working in line with the core scanning function.
- Working as part of a project team to migrate remaining business functions who use paper to a digital way of Updating and maintenance of the internal database.

The successful candidate will have an interest in Document Management. Although not essential, will ideally have worked in a professional services environment. You will be expected to have excellent attention to detail, a strong administration background together with high levels of computer literacy and be committed to providing a first-class service.

If you are interested in applying for the above position, please send your CV with a covering letter to Recruitment at recruitment@jcca.co.uk by the closing date.

Date advert posted: 4th June 2018