

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

## **Administration Assistant (Restructuring)**

<b>Reports to:</b>	Restructuring Senior Manager
<b>Job Type:</b>	Fixed term (12months)
<b>Hours of Work:</b>	Part-time (20hours per week- mornings only)
<b>Location:</b>	Edinburgh
<b>Salary details:</b>	Competitive
<b>Job Purpose:</b>	To assist the Restructuring team maintain electronic and hard copy records for their client files, ensuring compliance with relevant regulatory standards and efficient, accurate progression of client work.

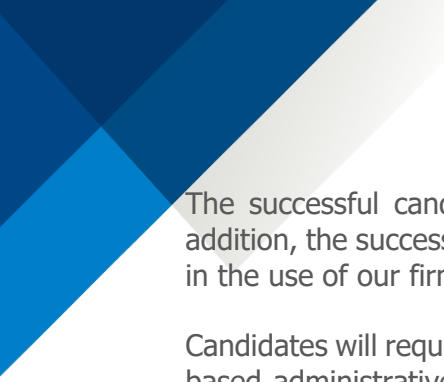
Johnston Carmichael is seeking an Administrative Assistant to work in its busy Restructuring Department in Edinburgh. The role offers an exciting opportunity to develop and establish a career within a successful and growing accountancy firm.

The successful candidate's primary responsibilities will be:

- Correspondence: electronic scanning and paper filing where appropriate of all incoming and outgoing mail to maintain accurate records, including assisting with the efficient preparation of letters and documents; and
- Filing: maintaining accurate records of documentation in storage including responsibility for accurately filing paper records.

In addition, the candidate may be asked to assist with:

- Photocopying,
- Dealing with outgoing mail-sending out letters,
- Banking-taking cheques to the bank,
- Anti Money Laundering checks,
- Telephone enquiries: assist with departmental telephone enquiries; and
- Other: other ad hoc duties to assist the administrative functioning of the department as required



The successful candidate will be educated to National 5 level or a suitable equivalent. In addition, the successful candidate will have to be prepared to work towards gaining proficiency in the use of our firm's software systems and processes.

Candidates will require good computer skills and should have experience of working in an office based administrative role. They should enjoy working as a member of a team and have an attention to detail to efficiently and accurately fulfil their responsibilities.

If you are interested in applying for the above position, please send your CV with a covering letter to [recruitment@jcca.co.uk](mailto:recruitment@jcca.co.uk) by the **closing date**.

**Date advert posted: 30<sup>th</sup> August 2018**

