

JOB DESCRIPTION

PART-TIME ADMINISTRATIVE ASSISTANT

(AUDIT DEPARTMENT)

Overall responsibilities

Reporting to the Audit Manager you will provide comprehensive administration support to the Audit Department.

Specific Responsibilities

- Produce WIP analyses and prepare invoices
- Type follow up letters/ emails to debtors
- Ensure all audit staff timesheets are completed on a timely basis
- Ensure all audit staff complete administration related tasks when required
- Gather required due diligence information from clients and deal with any related queries from the Compliance team
- Extract information from 'Alchemy' and 'Catalyst for reporting purposes – this may include but is not limited to: Management Reporting information, costing on jobs, billing histories, budget preparation and progress reports
- Administrative tasks on 'Proaudit' software
- Set up new clients on 'Alchemy' database
- Monitor jobs and staff under Audit Manager's supervision and act as Audit Manager's admin assistant
- Produce reports and write up minutes of internal meetings
- Type and send out letters
- Filing duties
- General administration duties
- Some bookkeeping work will be required
- Some tax related admin work will be required

Person Specification

Ideal candidates must have excellent interpersonal, organisational and communication skills in order to provide comprehensive and efficient administrative support to the Audit Department. They must have an enthusiastic attitude towards their work. A keenness for accuracy and detail is essential as well as excellent IT skills.

Bookkeeping experience is essential.

Applicants should have been resident in Jersey for a minimum of 5 years.