

**Job Title:   Apprentice Administration Office Junior**

**Location:**       Cheadle  
**Job Type:**       Full time, Permanent (subject to trial period)  
**Hours:**           40 hours per week (1 hour per day paid lunch)  
**Salary:**          Dependant on age and experience



**Job Description:**

The vacancy provides a fantastic opportunity for an enthusiastic and accurate individual to work within a small, friendly accountancy practice, primarily based in our Cheadle office. Full training and support towards a Business Administration (level 3) qualification will be provided, with the potential to further studies as required. The job has the potential to progress to a senior administrator presenting an exciting opportunity for the right candidate, irrespective of experience.

**Job Specification:**

Duties will vary according to the time of month, quarter and year but would mainly comprise of:

- Front of house & receptionist duties
- Answering & directing telephone calls and emails
- Writing letters using Microsoft Word
- Administrative duties, including filing, setting up new client files (digital and paper) data entry onto software e.g. client details such as name, address etc
- Communicating with clients via email & telephone (chasing books & records for VAT and year-end accounts along with outstanding documents)
- Raising sales invoices on Sage 50 Accounts
- Greeting clients and making tea/coffee
- Keeping stock of and ordering stationery

**Personal Specification:**

The ideal candidate will have the following attributes:

- Excellent written & verbal communication skills
- Confident telephone manner
- Computer literacy with experience of Microsoft Word & Excel
- High level of accuracy with keen eye for detail
- Ability to work independently or as part of a busy team
- Excellent time management skills



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