

**New Position
(Updated December 2008)**

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Secretary / Administrator

Outline Job Specification

Background

Kingswood is a leading firm of Corporate Finance Advisers and Chartered Accountants located in Coldbath Square, London EC1. The business typically involves advising private companies in a fast-paced environment covering the skills of financial advice; investment banking; private equity; accounting and finance.

The team currently consists of 2 partners, 6 professional staff and 2 secretaries, working together in a friendly, professional but informal environment.

The Role

Our secretaries are responsible for running the entire business and providing support to the Partners.

This new role involves working closely with the Partners and supporting the secretaries and some of the professional staff. Duties include coping with a busy workload, dealing with the post, answering telephones, filing, mail merges and organising client meetings and lunches.

Responsibilities and Duties

- Audio typing
- Post
- Banking incoming cheques
- Filing and administration
- Answering telephones
- Organising meetings and in-house lunches
- Receiving clients/guests for meetings
- Working as part of a team in servicing our clients, assisting in the general smooth running of the office.

Kingswood uses the latest technology, extensively using Microsoft Office and other relevant application software.

This role offers a competitive salary, annual profit sharing bonus, and 25 days annual leave. After a qualifying period, BUPA Healthcare and a season ticket loan are also available.

In the first instance please apply to: jonathan.massing@kingswood.org.uk