

**Fairhurst** is an independent practice of chartered accountants and tax advisers based in Wigan, Lancashire. Our professional excellence and commitment to our clients has firmly established Fairhurst as one of the leading independent practices in the Northwest. We have successfully acted for many owner-managed businesses for over 80 years as accountants, auditors, tax specialists and trusted advisors, our clients ranging from SME's to large international groups and listed entities

**Job description:** We have an exciting opportunity for a **Personal & Administration Assistant**

Working as part of our tax team, you'll be someone who is both comfortable working proactively and managing your own tasks, as well as confident collaborating with others and communicating regularly with senior managers, directors, and partners to help businesses effectively. You'll be encouraged to identify and draw attention to opportunities for enhancing our services.

This opportunity is for a full-time permanent role. This role will provide a full range of support to 2 Partners and the senior team. Providing administrative and personal assistance within the department and to become an integral member of the support team. The role will include:

**Key responsibilities will include:**

- Maintain and co-ordinate diaries of Partner(s) and senior members as required as well as providing an effective time management approach
- Arrange and co-ordinate internal/external meetings and events. Liaising with delegates, booking meeting rooms and arranging refreshments/equipment as necessary
- Liaison with clients for meetings, presentations, and reports
- Acting as first point of contact for clients by receiving, screening and routing all incoming telephone calls, correspondence and mail
- Confidence to liaise with high level Partners, both internally and externally
- Acting as gatekeeper for Partners
- Visibility of high-level confidential information and maintaining confidentiality at all times
- Monitor e-mails/meeting invitations of Partner(s) and reply on their behalf when needed
- Providing cover to the admin and reception team as well as assisting and supporting other colleagues when necessary, including holiday and sickness cover
- Supporting with the management of client documents
- Taking minutes at meetings when required
- Provide an exceptional client experience and support client initiatives within the firm, as well as being responsive and helping to create a positive impression at all touch points
- Deal with routine enquiries and taking appropriate messages.

**Key skills & experience:**

- Can do attitude and self-motivated
- Intermediate to advanced level of Outlook, Word, Excel and PowerPoint
- Fast accurate typing skills
- Excellent communication skills
- Ability to manage / prioritise tasks
- Be a proactive member of the team
- Ability to readily understand the Firm's environment, the Firm's structure and culture
- Ability in exercising initiative, discretion and organisation
- Be able to identify and evaluate problems and demonstrate the ability to approach and tackle problems effectively
- Be flexible and able to adjust quickly when priorities change
- Be forthright when necessary and to chase partners
- Able to work in an area which is task orientated