

# *moore green*

*chartered accountants*

Administrator/Secretary

Salary from £15,500

(subject to experience)

We are looking to recruit an experienced administrator/secretary to join our busy central Sudbury accountancy practice.

The successful candidate will have excellent communication skills both verbal and written with an excellent telephone manner. They should be IT literate and experienced in using Microsoft Office suite programmes , experience in using SAGE practice software and electronic document storage software is desirable. The successful candidate will be professional and customer focussed and be confident working as part of a team.

Duties will include, greeting clients, typing and production of documentation, answering all incoming calls, scanning incoming documentation, management of client records.

Please apply in writing with a full cv to:

Mr N Farr

Moore Green Chartered Accountants

22 Friars Street

Sudbury

Suffolk

CO10 2AA

Closing date 31st March 2016.