

Part-Time Office Administrator

Are you an experienced professional seeking a rewarding part-time role with a reputable accountancy practice? Whyfield is actively searching for an experienced Part-Time Office Administrator to join our dynamic team, offering the perfect balance between your expertise and flexibility.

About the Role:

As an Office Administrator at Whyfield, you will play a crucial role in providing essential support to our internal team and valued clients. This part-time position, spanning 20 hours per week, promises a varied and engaging workload, well-suited to individuals with a proven track record in navigating busy office environments.

The responsibilities of the role will include:

- Greeting clients
- Taking enquiries and client calls
- Liaising with HMRC
- Managing internal and external documents
- Supporting our marketing, administration, and wellbeing teams.
- Organising information
- All round help and support for the whole team.

Qualifications:

We're seeking candidates who:

- Bring experience from dynamic office settings.
- Demonstrate exceptional communication skills, both written and verbal.
- Thrive under pressure, showcasing strong organisational abilities.
- Enjoy interacting with a diverse team and clientele.

What We Offer:

At Whyfield, we recognise and reward experience. Your commitment will be valued through:

- **Stability and Benefits:** Enjoy the security of our pension scheme and comprehensive private healthcare scheme. We are also a Living Wage accredited employer.
- **Professional Growth:** Leverage your wealth of experience within our structured performance appraisal scheme.
- **Work-Life Balance:** Benefit from a part-time schedule of 20 hours per week and a 4-day work week, with flexibility to discuss a 5-day option, offering the flexibility to align with your preferences.
- **Perks:** Free onsite parking and paid leave above statutory allowances.

How to Apply:

To apply for this part-time role, please fill in our Careers form on the Whyfield website.

We would like this role to be filled as soon as possible, so we'll be interviewing as we go.

