

**HPH**  
**CHARTERED ACCOUNTANTS**  
**YORK OFFICE**



**HELPER – JOB PROFILE**

**Responsible to:** Office Support Team

**Overall Objective**

Providing administrative and non-technical support to other colleagues, in order to maintain an efficient office environment.

**Experience**

The successful candidate need not have had any previous experience of an office environment. This vacancy is likely to suit an individual, with little or no work experience, who has deferred higher education or a person seeking to re-join the workforce after a period of absence.

**The work**

Distributing incoming mail and collecting paperwork  
Delivering mail and documents to other business establishments  
Maintaining office filing and storage systems  
Using office equipment such as copier/scanner/printer, franking machine, shredder, etc.  
Helping to update and maintain databases  
Performing work related errands as requested such as going to the post office and bank  
Assisting office reception  
May be asked to assist accountancy colleagues from time to time with basic bookkeeping tasks  
Ad hoc tasks, including non-technical maintenance of the premises  
Anything else that needs doing!

**Duration**

This is a fixed term position of up to 13 months which is expected to start on, or shortly after, 1 September 2017 and end on 30 September 2018.

**Hours**

This is a part-time position, Monday to Friday, with normal hours of work between the hours of 10:00 and 16:00 with a one hour lunch break at any time between 12:00 and 14:30. You would normally be based in the York office but may be required to visit our Harrogate office from time to time.

**Remuneration**

The salary will be National Minimum Wage or National Living Wage, as appropriate.

**Key skills and qualities**

Verbal and written communication skills

Competent computer and internet skills

Attention to detail

Accuracy

Reliability

Teamwork

An organised approach

Flexibility – occasionally, busy periods may require longer working hours

Respect for confidential and sensitive information

**How to apply for this vacancy**

If you are interested in this position then please contact Adrian Rodaway (Staff Partner) by email [adrian.rodaway@hphonline.co.uk](mailto:adrian.rodaway@hphonline.co.uk) or telephone (01904 611164), in the first instance. A formal cv is not required at this stage.