

**** NEW JOB**** A financial consultancy firm is seeking a PA. Based in Mayfair and paying £40,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: PA

Location: Mayfair

Salary: £40,000

PA to the Partner Group:

- Diary management
- Booking travel
- Document production and formatting (Word, PowerPoint etc.)
- Ad hoc support (business and personal)

Office Management duties

- Ensuring the office is stocked with stationery and consumables
- Dealing with incoming and outgoing mail
- Booking couriers
- Office Fire Warden
- Office First Aider

General Administration

- Managing hard and soft filing system
- Ad hoc team support
- Meet and greet clients
- Organising meetings
- Managing compliance obligations through the firms compliance software system

HR

Managing HR processes to include but not limited to:

- Maintaining HR records
- Onboarding new joiners/leavers
- Utilising templates to draft letters and contracts
- Setting appraisal meetings, gathering paperwork and ensuring follow up

Finance

- Processing staff (and partner) expense claims
- Data entry directly into the firm's accounting software for payables and receivables, expense claims and journal entries for payroll
- Making payments for receivables
- Making payments for payroll
- Making payments for expense claims
- Exceptional attention to detail
- Self-managing and self-motivated
- Corporate (professional services) background preferable
- Advanced user of the Microsoft suite