



Working together #joinduncantoplis

We will be the firm that clients always choose to work with and where talented people belong.

Receptionist/Administrator – 6 months fixed term contract

Job description

Job title: Receptionist/Administrator

Location: Melton

Reports to: Manager

Role summary

The Receptionist/Administrator is responsible for providing a professional front of house reception and administrative service. We are looking for candidates with experience or equally we will welcome Trainee level.

Key responsibilities

- To greet clients and other visitors to the Melton office.
- Answer telephone calls in a timely manner as required.
- Must maintain high levels of confidentiality and discretion at all times.
- Providing supplies for other offices on request and liaising with staff to organise prompt delivery.
- To actively take on administrative duties as required.
- Other general duties as requested from time to time commensurate with skills, experience and status.
- Typing duties as required and produce work to a high standard.
- Dealing with invoicing as required.
- Keep a tidy and orderly work area.
- To arrange cover for holidays and absence to ensure that the reception function always has adequate cover.

Person specification

- Educated to GCSE level or equivalent
- Microsoft Office IT competent
- Experience of working in a reception/client facing role
- Experience of working in administrative role
- Experience of working on a telephone switchboard
- Must have a pleasant speaking voice and helpful personality.
- Must have a smart image and be acceptable to represent Duncan & Toplis.

Duncan & Toplis, an employer of choice

As current holders of both the ICAEW Large Accountancy Firm of the Year Award and a recipient of the GOLD mark of distinction from Investors in Customers, Duncan & Toplis is a great place to apply and explore your talents.

We love to champion our team members, and we pride ourselves in being able to attract and retain top talent from across our region.

Our flexible working and benefits schemes are hugely competitive, and we reward our team members for their loyalty, hard work, and the results they achieve. Our team member perks enable you to enjoy a healthy work-life balance.

Actively involved in our local communities, we take our social responsibility seriously and encourage our team members to get involved in supporting local initiatives, whilst on a global level, we are members of Kreston International, which means that our team members are supported by over 25,000 peer professionals, from 200+ firms around the world.

By creating a positive working environment, we position our team right at the heart of everything we do – after all that's why our clients continually choose to work with us!

