



SUPPORT SERVICES SENIOR

An exciting opportunity has arisen for a support services senior to join our thriving accountancy and advisory business based in Cheadle. The role will combine being responsible for “front of house”, and all key support services duties, covering supporting internal requirements and client support areas.

Duties include but are not limited to:

- Meet and greet clients in a professional manner, delivering a 5 star client experience
- Managing incoming calls and directing them appropriately
- Manage the scanning of incoming and outgoing post
- Database management, including managing client project set up
- Coordinate meeting room bookings
- Supporting the marketing and business development activities with various tasks, including research, data collation, regular mailshots, seminars, events, and database management
- Supporting onboarding clients
- Supporting client communications regarding information requirements and organising work requirements
- Supporting with facilities maintenance
- Monitor housekeeping standards and ensure that all client areas are kept tidy and presentable
- Ad hoc tasks

The Ideal Candidate:

The ideal candidate will be well presented, intelligent, confident and be able to multi-task. We are looking for somebody who is hardworking and who loves a challenge, and enjoys the feeling of achievement from keeping both clients and internal colleagues happy due to the support provided. Having good communication skills, both written and verbal, is must for this position as you will be the first port of call for new and existing clients over the phone and face to face.

If you welcome responsibility, are proficient in Microsoft office, highly organised, are able to prioritise tasks effectively and efficiently, and want to work in a vibrant, high quality environment, we want to hear from you!

We offer:

- 22 days holidays (plus the usual bank holidays)
- Staff pension
- Death in service cover
- The ability to buy more holidays
- Free parking
- A modern, professional office and work environment
- Dress down Fridays
- Staff socials



- Health and wellbeing days

The role is a full time role, with hours of work being 37.5 hours either 9am to 5.30pm or 8.30am to 5pm.

Please send your CV to our Managing Partner Andrew Baggott on andrewbaggott@cngroup.co.uk

A bit about CN Group

CN are a leading group of Chartered Accountants and Financial Planners in the area, offering a full service in business and personal financial advice. We provide expert support in all areas of accountancy and business & financial planning, which means we're best placed to understand the businesses we work with, and their problems and aspirations, and hence provide the advice and support they need to help them achieve their objectives.

We've got a tremendous team and a huge depth of experience. Our staff are proud to work for CN and proud of what we achieve for clients, and this shines through in the service they provide. Our staff are at the heart of the business and this is reflected in our awards for staff training and development.

You can find out more at www.cnca.co.uk