

JOB DESCRIPTION

Job title	Personal Assistant
Location	Station Road
Department	Private Clients
Line manager job title	Partner

Overview

Provide high quality organisational support to senior leaders, enabling them to use their time effectively and focus on key priorities. The role manages diaries, communications and documentation, acting as a reliable point of contact for internal and external stakeholders.

Key accountabilities

- Provide detailed support to Partners, Directors and, when needed, the wider Private Client team, including document production and correspondence.
- Take accurate meeting notes and minutes for both client and internal meetings, including follow-up correspondence and emails.
- Occasionally accompany Partners/Directors to internal and external meetings for minute taking and action tracking.
- Manage diaries for Partners and Directors, including arranging and co-ordinating events, meetings and client lunches.
- Answer telephone calls promptly, taking accurate messages and ensuring timely follow up.
- Ensure timely and accurate document management, including electronic filing, paper filing, scanning and archiving.
- Undertake a range of administrative duties, ad hoc tasks and projects as required to support the team.
- Manage workload efficiently to meet deadlines, demonstrating flexibility in working hours when required.

Person specification

- Experienced PA with at least 5 years' experience, ideally gained within a professional services environment.
- Strong team player, willing to contribute flexibly as part of a busy team.
- High level of numeracy and strong attention to detail.
- Excellent IT skills and the ability to grasp new software and systems as required.
- Able to work on own initiative and take ownership of delegated tasks.
- Demonstrates a passion for excellent client service and willingness to go the extra mile to meet deadlines and client expectations.