



3 Cricklade Court, Cricklade Street  
Old Town, Swindon, SN1 3EY

Telephone: 01793 467142

<https://jobs.coepirecruitment.com/job/administrator>

## Administrator

### Description

You will be required to provide support to a team of Complex Case Officers who manage a mix of Appointeeship and Deputyships for finances on behalf of Clients in residential care and the community, particularly where there is no other appropriate person to act on their behalf.

On a day-to-day basis, you will record management information on processed transactions, arrange payment of outstanding invoices, reconcile account statements, oversee and maintain the team inbox ensuring work is allocated to Case Officers, keep all client correspondence organised and filed and assist in dealing with enquiries from external and internal customers.

This is a varied role and no two days are ever the same. Our client is looking for a bright, forward-thinking and motivated individual who is able to work to deadlines.

### Qualifications

To be successful in this role, you should be educated to GCSE level (grade A-C) or equivalent, have demonstrable administrative experience to include the use of Financial IT systems, be computer literate including MS Excel and MS Word and be able to communicate confidently with colleagues, customers and clients.

You must be fluent in the English language (as a requirement of Part 7 of the Immigration Act "for the effective performance of a customer-facing role").

### Contacts



Telephone: 01793 467140

Email: [mail@coepi.uk](mailto:mail@coepi.uk)

### Date posted

12 July 2023

### Reference

CR987240

### Base Salary

£ 10.50

### Job Location

Central Swindon

### Working Hours

9am to 5pm, Monday to Friday

### Beginning of employment

17th July 2023

### Duration of employment

3 months with view to extend

### Employment Type

Full-time, Temporary