

Job Vacancy: Office Admin/Bookkeeper

Job Title: Office Administrator/Bookkeeper

Date: 20/05/25

Location: Cambridge (Offices in Impington and Longstanton (Cambridgeshire) (some home working considered)

About Us

Legacy Matters is a small, growing and dynamic Wills, Trusts, Estate Planning, Legacy Planning, LPA and Probate company. We are proud members of the Institute of Professional Will Writers, The Society of Will Writers, and the Society of Trust and Estate Practitioners, adhering to their strict compliance standards.

Legacy Matters has benefited from fantastic growth, and it has become a leading Will writing, Estate Planning and Probate company in and around the Cambridge Area. The aim of the business is to provide a fantastic service to our clients, and to exceed our clients' expectations, on a daily basis. Our future marketing strategy is based on excellent customer service and receiving referrals from our happy clients, so team members who value and can deliver good service are essential.

In the near future, we are looking to expand our team and our operations to more effectively deliver our services throughout the UK and internationally. The company growth offers opportunities for the right candidates to grow and develop within the company if this is something that is of interest.

The Role

We are looking for a **part-time Office Administrator/Bookkeeper** to support our day-to-day office operations. The ideal candidate will have strong administrative and bookkeeping skills, helping ensure the smooth running of our business.

Key Responsibilities:

- Handling general office administration, including document management, data entry, and correspondence.
- Assisting with bookkeeping tasks, including invoicing, expense tracking, and reconciliation.
- Supporting diary management and appointment scheduling.
- Assisting in the preparation and organization of financial records.
- Checking details of Legal Documents, including Wills, Trusts and Lasting Powers of Attorney
- Editing documents and forms as required.
- Printing, Scanning and Uploading various documents to cloud based systems.
- Ensuring records are accurate and up to date.
- Collaborating with the Office Manager and CEO to maintain efficient office operations.

What We're Looking For

Essential Skills & Experience:

- GCSEs in core subjects (essential).
- Experience in office administration and/or bookkeeping.
- Strong organizational skills with keen attention to detail.
- Proficiency in Microsoft Office (Word, Excel) and bookkeeping software (e.g., QuickBooks, Xero, or similar).

- Experience with Outlook.
- Ability to work independently and manage multiple tasks efficiently.
- Ability to keep all client and business operations information confidential.

Preferred Qualifications:

- Degree or certification in Accounting, Finance, or Business Administration (preferred but not essential).
- Previous experience in bookkeeping, payroll, or financial administration.
- A tech-savvy individual who can adapt to digital tools and processes.
- Has a Driving License or willing to commute to work face to face

What We Offer:

- **Working Hours:** Part-time or Full time up to 35 hours per week (Monday to Friday, 8:00 am - 4:00 pm).
- **Salary:** £13.00 per hour (negotiable).
- A supportive and professional working environment.
- **Private Healthcare:** (after probationary period)
- **Company Bonus Scheme:** TBC
- Full training provided for the office manager and administrative services.
- There is also the opportunity to train as a fully qualified Will Writer and Estate and Probate Practitioner.

How to Apply

If this sounds like the right role for you, please send a cover letter detailing your interest and relevant experience, along with your CV, to **Office@LegacyMatters.co.uk**. For any questions, feel free to call **01223 867373**.

Join Our Team!

Be part of a company that values precision, professionalism, and integrity in serving clients and managing financial records.