



## Business Services Operations Assistant

Full time

### About the role

We are looking for an Operations Assistant to provide support our Business Services department by carrying out various ad-hoc administration duties. This is an exciting opportunity for someone with an interest in accounts and finance who is looking to develop in their career.

### Is GE right for you?

A dynamic and evolving organisation which puts individuals at the heart of its business. We provide exciting opportunities across our firm, enabling our team to achieve new heights in their career. Here you will be challenged, supported and most importantly heard, enabling you to develop your skills and grow professionally and personally.

You will receive hands on training, personal development and support from leading and seasoned practitioners, partners and experts in their field, enabling you to quickly grow your knowledge and expertise and excel in your chosen career.

### How we give back

To ensure our employees know how much we value their hard work, we offer an extensive benefits and perks package. Our package covers your lifestyle, health and wellbeing, development and finances. How about an additional day off to celebrate your birthday? Or utilising our in-house mentoring scheme? And access to our Work Life Well platform? These and many more perks are included in your GE employee benefits pack. To see the full list, [click here](#).

### What will the role entail?



## Responsibilities

- Set up payments on behalf of clients.
- Arrange filing of annual accounts to Companies House.
- Calling in client records and checking them in. Arrange for return of client records once work has been completed.
- Assistance with client onboarding by being liaison between client and our compliance team.
- Following onboarding issue welcome pack to clients and inform all departments of their involvement.
- Review compliance filings across the department on a monthly basis.
- Ad-hoc admin assistance as required.

## Requirements

- Great organisation and time management skills.
- Excellent written and spoken communication skills.
- A genuine interest in finance and accounting.
- Ability to work at a fast pace whilst paying close attention to detail.

## Want to learn more about life at GE?

Use the QR code below to hear what our team have to say.

