

# OFFICE ADMIN JOB DESCRIPTION

**Cox**hinkins



**Role/Position Title/ Designation:** Office Assistant Admin

**Experience:** 2+ years

**Employment Type:** Full Time

**Location:** Headington, Oxford

### About the Company:

Cox Hinkins & Co is a distinguished accounting firm based in Oxford, UK, with a legacy spanning over 50 years. We are dedicated to simplifying the complexities by offering accounting and bookkeeping services to our clients. Our ethos is built around removing the burden of financial management and regulatory adherence from your shoulders, allowing you to focus on the core aspects of your business. With a deep-rooted commitment to hands-on guidance in every facet of accounting and compliance, we pride ourselves on our agility and customer-centric approach. At our core, we believe in putting our clients at the forefront of our services, ensuring tailor-made solutions that meet and exceed your expectations. <https://coxhinkins.co.uk/>

### Job Overview:

- We are seeking a dependable, hands-on individual with a passion for providing exceptional administrative support to join our small, friendly accountancy practice based in Headington, Oxford.
- If you enjoy staying organised, working with people, and making sure nothing slips through the cracks, you might be just who we need.

## **Responsibilities of the Position:**

- Handle incoming calls and greet clients with a welcoming and professional manner.
- Welcome and onboard new clients with clear communication and support.
- Act as a liaison between clients and internal teams.
- Assist with day-to-day office operations, including supplies, mail and scheduling and general admin support.
- Maintain and update records and databases.
- Assist with preparing reports and handling communications.
- Maintain organised filing systems, both paper-based and digital, to ensure easy retrieval of information and a tidy and professional office environment.
- Respond to client enquiries and resolve issues promptly.

## **Requirements:**

- A friendly, professional, team-focused attitude.
- Great communication skills both verbally and written.
- Strong organisational skills and attention to detail.
- Good time management skills.
- A positive approach to problem-solving and capable of adapting to changing priorities.
- Confident using Microsoft Office (Word, Excel, Outlook).
- Previous admin experience is a plus, but not essential — we value the right mindset.

## What You'll Get:

- A friendly, relaxed environment where your contributions matter.
- Opportunities to learn and grow with the role.
- A supportive team that values balance, humour, and collaboration.



 [prem@coxhinkins.co.uk](mailto:prem@coxhinkins.co.uk)

 [info@coxhinkins.co.uk](mailto:info@coxhinkins.co.uk)

 [www.coxhinkins.co.uk](http://www.coxhinkins.co.uk)

 OXFORD, The Old Dairy, 12 Stephen Rd, Headington  
Oxford OX3 9AY, United Kingdom