



Job Title: Digitisation Officer

Manager: Administration Manager

Hours: Full time (37.5 hours a week)

Overall responsibility

Deal with all paperwork in and out of Mazuma and provide additional support to other departments when required.

Responsibilities:

- All post in and out
- Digitising client paperwork
- Administration duties
- Support the accounting teams with ad hoc tasks
- Support the admin team with ad hoc tasks
- Support the payroll team with ad hoc tasks

Requirements & Experience:

- The ability to prioritise workloads
- The ability to take initiative and work without supervision
- Attention to detail
- Excellent Customer Service
- A professional and hard- working attitude
- IT Skills

Rewards and Benefits

- £25,000 per annum
- Pension contributions
- 23 days of holiday a year plus bank holidays
- Flexible modern working practices and working from home arrangements
- Incentives and bonus opportunities
- 2 Well-being Days
- Employee Share Ownership Plan
- Additional benefits being introduced very shortly

Why Join Mazuma?

- **Innovation:** Be part of a company that values and encourages innovation in its approach to finance and accounting.
- **Career Growth:** We invest in our team members and provide opportunities for professional development and career advancement.
- **Collaborative Culture:** Join a collaborative and supportive team that values open communication and teamwork.
- **Impact:** Your contributions will directly impact the success and growth of our firm.

Mazuma is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

If you are interested in this position, please email a copy of your C.V. to Rae Allen at HR@mazumamoney.co.uk