



The Worshipful Company of Tax Advisers

Administrative Officer

Job Description

The Worshipful Company of Tax Advisers will shortly be appointing a new Administrative Officer to work alongside the Clerk – administering the Company, engaging with its members, and supporting Company events.

The role of the Administrative Officer is a varied, interesting, and rewarding one.

There is scope for initiative, and always support available, within a small and close-knit team.

The Company

The Worshipful Company of Tax Advisers is a modern City of London Livery Company with 250 members, all current or former tax practitioners. The Company organises an annual programme of formal dinners and lunches, and a variety of informal social activities, as well as playing its full part in City and civic events.

The Company employs two part-time staff: the Clerk (akin to chief of staff) and the Administrative Officer, both of whom work from home.

The Responsibilities of the Administrative Officer

The Administrative Officer's key responsibilities are as follows:

- Management of the Company membership, including admission and advancement procedures and management of membership information (using a [Rubi](#) database)
- Internal communication of Company information (via email, and some website publishing using [Wordpress](#))
- Diary management for the Master (Chairman) (using MS Outlook)
- Support to the organization, registration, and delivery of Company events (including use of MS Word and Excel)

The commitment is for an average of 21 hours per week, spread over three or four days. While work is largely carried out from home, a number of day visits to the City are required (four or five times a year) so reasonable proximity to London is required. Visits are planned in advance, and necessary travel and subsistence costs are met.

The Experience, Aptitude, and Skills Required of the Administrative Officer

The Administrative Officer should be an experienced and self-reliant administrator, with proven organisational ability, IT proficiency, and communication skills (oral and written).

They should be resourceful, use their initiative, and pay attention to details.

They need to be patient, level-headed, and flexible.

Experience with a membership-type organisation, and familiarity with the City Livery movement, are both desirable.

The Outline Terms

Remuneration: The salary offered is £19,000 per annum

Pension: 3% employer's contribution

Holiday: Equivalent of 84 hours per annum plus bank and public holidays

The Application

To apply, please forward your CV to the Clerk of the Company (clerk@taxadvisers.org.uk) with a covering letter demonstrating your relevant experience, aptitude, and skills. Please indicate your earliest availability for employment (or applicable notice period).

The closing date for applications is Sunday 21st December, with interviews for selected candidates in early January 2026. Those invited for interview will be asked to provide a professional referee.

Additional information is available on-line, about: the [Company](#) and about the [Livery](#).