

## Job Title    Financial Services Secretary

Description	To provide secretarial support to Financial Service department to include: - preparing and processing documentation and forms, using databases where applicable; audio and copy typing; diary management; communicating with clients and third parties; document management and filing; cash work and production of accounts and fees.
Location	Located in Albyn Place, but you may from time to time assist other departments in Albyn and other Branches. Digital Dictation may allow secretarial support to be provided remotely, but from time to time short term assignments to Branch offices may be requested.
Hours	Monday to Friday, 9 a.m. to 5.15 p.m. (1¼ hour lunch if working whole day)
Q/E	Previous experience as in the Financial Services/Insurance market would be advantageous or a secretary with the legal environment. Good typing speed, IT and Administrative skills.

### Please apply in writing with your CV to:

Shona Cheyne,  
Human Resources Manager  
Raeburn Christie Clark & Wallace  
12-16 Albyn Place  
Aberdeen, AB10 1PS  
or email: [shona.cheyne@raeburns.co.uk](mailto:shona.cheyne@raeburns.co.uk)