Job Title – Systems Co-ordinator

Countrywide Tax & Trust Corporation Ltd is based in Kenilworth, Warwickshire and currently has a new vacancy for a Computer programmer.

The company offers "cutting edge" strategies for

- Inheritance Tax (IHT) Mitigation
- Care Planning
- Asset Protection against- Divorce / Separation / Creditors & Bankruptcy / Marriage After Death / Generational IHT
- Capital Gains Tax Mitigation

We are currently looking for a full time Systems Co-ordinator to join our existing team, Extensive knowledge of Microsoft Access is needed for our company specific software program Tracker, used as a frontend database to manage all workflows and members within the business. Assisting with the ongoing progression & updating of the current Will writing Software.

Must have:

- MS Access, maintaining and developing Access database and fixing system errors
- A positive can-do attitude with the ability to work independently, a willingness to learn other internal systems to expand knowledge to work alongside our software team
- Meticulous attention to detail
- Logical thinking
- Good analytical skills
- Good customer service skills, dealing with calls on software questions and errors using Team viewer to remote assist

This is a full-time position, Monday to Friday 9 to 5.
Salary £17,000 - £18,000 depending on experience