



COME AND
JOIN US

WE ARE CURRENTLY RECRUITING

MARKETING ASSISTANT

LOCATION: GERRARDS CROSS
FULL TIME
COMPETITIVE SALARY

Nunn Hayward are a well-established and growing Chartered Accountancy firm based in Gerrards Cross, South Buckinghamshire, providing high quality advisory and compliance services in the areas of accountancy, audit and tax to a broad range of clients.

We are a friendly firm of currently around 70 people. Small enough for you to know everyone and feel an integral part of the Nunn Hayward team, whilst being large enough to provide a structure that offers development and career progression within the firm.

WHO WE ARE

Our core principals are not only to be a trusted advisor but to also put our people first. We constantly drive change and encourage our teams to lead the conversation with clients when it comes to helping them shape their future. Not only do we work closely with our clients to help them overcome the challenges of today, but to enable them to be ready for the challenges of tomorrow.

Our deep skill set and breadth of experience across the firm enables us to undertake and manage a number of high-profile and interesting clients.

THE ROLE

We are looking for a motivated and creative Marketing Assistant to support our marketing activity, with a particular focus on social media and digital content.

This is an entry-level role ideal for someone starting their marketing career.

BENEFITS

These include:

- 25 days leave
- Loyalty scheme for additional holiday
- CSR focused
- Pension Scheme
- Training & technical resources
- Staff socials
- Squash membership
- Discounts at local shops
- Employee support membership

JOIN US FOR A FULFILLING CAREER JOURNEY

At Nunn Hayward we understand that a successful career is built on a foundation of supportive teamwork, continuous growth, and meaningful contributions. We are more than just an accountancy firm – we are a community of dedicated professionals who are passionate about empowering our staff.

JOB DESCRIPTION

Job Title: **Marketing Assistant**
Reports to: **Marketing Manager**

DUTIES AND KEY RESPONSIBILITIES

- Assist in creating and scheduling posts across platforms (e.g. LinkedIn, Instagram, Facebook).
- Help draft captions and source relevant images or graphics.
- Monitor engagement and flag opportunities or trends.
- Creating with filming short videos for social media and the website.
- Edit simple video content (reels, clips, highlights) using tools such as Canva, CapCut or similar.
- Assist with email newsletters and campaign distribution.
- Help update website content and upload posts.
- Research using AI platforms.
- Support event preparation.
- Providing general administrative support to the marketing team, such as scheduling meetings, managing calendars or organising files.
- Maintain brand consistency across materials.

THE IDEAL CANDIDATE

- A genuine interest in marketing, social media and digital content.
- Confident using social media platforms personally or for study/work.
- Basic video editing skills (even if self-taught).
- Good written English and attention to detail.
- Organised and reliable.
- Willingness to learn and take feedback positively.

Desirable Not Essential

- Experience using Canva or similar design tools.
- Experience creating TikTok, Instagram Reels or LinkedIn video content.

Personal Attributes

- Enthusiastic and creative.
- Proactive and able to take initiative.
- Positive team player.

For more information on this role and working with us, visit our website www.nhllp.com/careers

Send your CV to cweston@nhllp.com