

Office & Accounts Administrator

Job Advertisement

Style Front Ltd is a growing Property Solutions company working on a variety of commercial and residential projects throughout London and the South of England. Our main office is in Portsmouth, where this post will be based. We are growing rapidly and we are now looking for an **Office & Accounts Administrator** to join our small team to ensure we are well prepared to face the exciting challenges ahead.

We are keen to employ someone who is experienced in Office Administration and Accounts to ensure that Style Front Ltd has an organised and planned approach to all aspects of our business. You will be involved in all areas of Office Administration, with a particular focus on staffing, accounts, maintaining office systems and processes and supporting the Directors. You will be motivated to deliver a customer-focused service to our clients and to offer administrative personnel support to our staff.

This role is defined around four key activities:

1. Providing general administration support to the Management Team
2. Maintaining confidential staff, client and supplier records
3. Maintaining records and files for health and safety
4. Undertaking accounting duties and maintaining financial records

This is a new role within Style Front Ltd, we are keen to employ an experienced individual who is confident and self-motivated. You will be setting up new systems and processes to ensure our office and business runs effectively.

Salary Range: £18,500 - £22,500 depending on experience.

Closing Date for Applications: Monday 14 May 2012 (by 9am)

Interviews: Monday 21 May, 2012

Applications: Via application form available on the **www.stylefront.co.uk** website. CVs will only be accepted alongside the official application form.

Office & Accounts Administrator

Job Description

Main Purpose of the Role:

1. To provide general administration support to the Management Team
2. Maintaining confidential staff, client and supplier records
3. Maintaining records and files for health and safety
4. Undertaking accounting duties and maintaining financial records

Main Duties and Responsibilities:

(The listed items are representative and are not exhaustive.)

1. Providing general administration support to the Management Team by:

- a. Being the first port of call for enquiries to the office by phone, in person and by email.
- b. Undertaking the role of secretary in meetings.
- c. Sending information to prospective clients.
- d. Providing some PA support to the directors, as required.
- e. Photocopying, scanning and filing, along with other general office duties.

2. Maintaining confidential staff, client and supplier records including:

- a. Keeping up to date at all times, staff personnel files, training records, timesheets, holiday entitlement and appraisal paperwork.
- b. Creating and maintaining a client database.
- c. Creating and maintaining a supplier database.

3. Maintaining records and files for health and safety, including:

- a. Health and safety procedures.
- b. Risk assessments.
- c. H&S Training Files.

4. Undertaking accounting duties and maintaining financial records by:

- a. Updating databases/spreadsheets with invoices and other financial paperwork and budgets.
- b. Reconciling invoices and payments.
- c. Undertaking paperwork for staff pay.

General Expectations Required from all Staff

- a. Maintaining full confidentiality at all times.
- b. Responding appropriately to emergency situations if the need arises.
- c. Maintaining a friendly and cheerful approach at all times.
- d. Working outside normal working hours may sometimes be required; time off in lieu taken/extra payment received by agreement.
- e. Maintaining a tidy, clean working space.
- f. Any other duties in keeping with the general nature of the post.
- g. Taking part in training opportunities to develop further skills.

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Style Front Ltd - A bit more about us as an employer

Approach

Style Front is a rapidly growing business with a small office and a number of onsite staff. All of our staff are expected to adapt well to change. Staff are required to welcome new tasks and challenges which are within their capabilities as the needs of Style Front calls for them. Staff must positively promote and support the work of Style Front.

Standards

Style Front aspires to the highest standards of work and service through all of our projects and therefore from all of our staff. The busy and diverse work of the Company requires the post holder to be highly adaptable, flexible and able to work under pressure, whilst maintaining a high standard of professionalism, especially in relation to work practices, confidentiality and integrity.

We expect staff to maintain, at all times, a friendly and cheerful approach to colleagues and clients.

Style Front is committed to providing staff with excellent training and personal development opportunities appropriate to their role.

Equality & Diversity

Style Front genuinely strives to be an equal opportunities employer: the only basis on which an appointment will be made will be the ability to do the job. We will not be prejudiced by such considerations as gender, sexual orientation, age, ethnic origin, disability nor any other factor that has no bearing on a candidate's ability to fulfil the functions of the post.

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Person Specification

We have described below the range of experience, knowledge, skills and attributes we are looking for. **We will use this list to manage our selection process** and also to identify training needs once in post. We aim to recruit an individual who largely satisfies these criteria:

1. Proven experience in office administration.
2. Proven accounts administration experience.
3. Experience of using SAGE accounting software.
4. Some knowledge of Health & Safety at work.
5. Some experience of personnel record maintenance and legal requirements.
6. A passion for high standards of customer service.
7. The ability to maintain high quality work standards in a busy, fast-moving environment.
8. Excellent communication and interpersonal skills: to be reflected in written work, face to face meetings, telephone conversations and informal exchanges with clients, suppliers and colleagues.
9. The ability to create and maintain key stakeholder relationships.
10. Excellent organisational, administrative and planning skills.
11. Confidence with the use and understanding of a range of IT skills and be proficient in the use of MS Office.
12. Commitment to and knowledge of equal opportunities.
13. Hold a full UK Driving licence.
14. Able to work some flexible hours including occasional evenings and weekends.

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Terms & Conditions

Work Base:	Style Front Ltd Office, Portsmouth
Hours of Work:	37.5hours normally Monday to Friday (8:30-17:00)
Rate of Pay:	Salary will be paid monthly, directly into your bank account and will be within the range of £18,500 to £22,500 depending on experience.
Holiday Entitlement:	28 days per annum including public and bank holidays when the office will be closed.
Probation Period:	6 Months
Notice Period:	1 Month
Type of Contract:	Established staff, continuous contract