

Job Title:	Administrative Assistant	Position	Part Time – 22 hrs per week
Location:	Laughton, East Sussex BN8 6BN	Overseas Travel	0%
HR Contact:	personnel@quorumtech.com	Date Posted	

Main Purpose of Job

Due to growth in our business, Quorum is looking for an addition to our finance and office administration team. Reporting directly to the Assistant Finance Manager, the Administrative Assistant will support the team in the day to day running of the finance department and general office.

Relationships

REPORTS TO: Assistant Finance Manager

RESPONSIBLE FOR: No direct reports

INTERACTS WITH: Accounts Assistant and Business Support Manager liaise with all other non-finance departments.

ROLE AND RESPONSIBILITIES

Accounts duties:

- Assist the Assistant Finance Manager in maintaining the accounting systems, processes and procedures
- Ensure financial records meet regulations and VAT compliance
- Support year end audit process and financial accounting work
- Bank reconciliations, petty cash, foreign cash and credit cards, including processing expense claims
- Supporting the accounts receivable function of the finance team; processing invoices, ad hoc reporting and filing.
- Support for purchase ledger when required
- Ad hoc support to the Assistant Finance Manager

Office Admin duties:

- Answering the telephone, screening and directing calls and answering intercom
- Ordering office fruit and business lunches
- Coordination of meetings
- Booking training and training venues
- Organising equipment maintenance checks
- Assisting Business Support Manager with general administration tasks
- Ensuring office is stocked with necessary supplies
- Develop, review and improve administrative systems, policies and procedures.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

PERFORMANCE MEASUREMENT

- Accurate and timely capturing of financial data
- Ability to ensure that all established administrative routines and records are kept accurately and up to date
- Levels of injurious incidents, reportable accidents, employee absence.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bookkeeping/AAT or equivalent practical experience

REQUIRED EXPERIENCE AND SKILLS

- 2 years experience in a similar role
- Thorough knowledge of MS Office Suite including Word, Excel, Outlook
- Well-developed numeracy skills
- Confident Telephone manner
- Excellent communication skills
- Experience in working with accounting software packages
- Ability to work to tight timescales, plan for and keep track of multiple projects and deadlines
- Solid Organisational skills and the ability to prioritise a varied workload

PREFERRED EXPERIENCE AND SKILLS

- General working knowledge of SAP B1 would be an advantage

Additional Notes:

This role is based in a rural location and own transport is essential.