



## Administrator specification:

This role requires a flexible individual capable of undertaking a wide variety of roles in a professional manner. Specific duties for this role are:

- Running the company payroll using Sage 50 Payroll.
- Maintaining company accounts using Sage Instant Accounts.
- General book keeping and preparing financial reports as required.
- Manage PAYE, VAT and corporation tax submissions.
- Petty cash and bank statement reconciliations.
- Submission of information to Companies House.
- Arranging the various insurance policies held by the company.
- General administrative duties such as filing, photocopying and maintenance of stationary supplies.
- Assistance in the collation and production of technical reports for Clients. This will include the use of specialist logging software, presentation of photographs and production of simple drawings using a CAD package. Experience of such software is not required and training will be provided.
- Managing supplier contracts and placing orders.
- Contribute towards the company's management, health and safety, and quality procedures.
- Arrange annual servicing/inspections of company equipment where required.
- Make travel arrangements including booking accommodation.
- Assist company directors in the execution of their legal duties.
- Managing the company's duties under the Construction Industry Scheme (CIS).
- Arrange servicing and MOTs of company vehicle.
- Occasional assistance with the dispatch of soil and groundwater samples from the offices.
- Provide reception services through answering phones.
- Liaise with the company's accountants.
- Pursue prompt payments from Clients.
- Any other duties as required by the business.

Training will be provided where the successful applicant needs to enhance their skills base in order to meet these requirements.

The role is office based.

The company working environment is dynamic with the need to respond rapidly to client requests and changes that occur to planned activities as a result of site conditions encountered.

Administrator



The working hours are 25 hours per week over either four or preferably five days. Working hours can be flexible by mutual agreement between 8am and 6pm. The hours could therefore be tailored to suit school hours.

This role will attract a holiday entitlement on a pro rata equivalent to the 23 days annual leave full time employees receive. It is generally expected that the administrator will not take holiday over the month end week due to the need to raise invoices.

This role will be rewarded by an annual salary of £12,000 to £14,000 (which is equivalent of a full time salary £18k to £21k) dependant upon qualifications and experience.

Key attributes of the successful applicant will:

- Be honest and trustworthy.
- Be respectful of the confidentiality of employees, clients and company.
- Able to conduct themselves in a professional manner.
- Be a good communicator.
- Have a thorough approach to work and self checking.
- Have previous book keeping experience.
- Ideally be familiar with the Sage software used by the company.
- Have good computer skills with respect to Word and Excel. Familiarity with Powerpoint would be an advantage.
- Be able to work on own initiative.
- A full driving licence would be an advantage, but not essential.

Applications should be made by submission of a CV accompanied by a hand written letter of introduction to the company offices:

Mr B Devonshire  
BRD Environmental Ltd  
33A Crouch Street  
Banbury  
Oxfordshire  
OX16 9PR

Administrator