



ACCOUNTS & OFFICE ADMINISTRATOR

Stylefront is a small busy company involved in refurbishment and new build projects within the construction industry. This is a new post, reporting to the Managing Director, it is a wide ranging post covering all the administration and bookkeeping/accounting functions of a small construction company. You will be responsible for the smooth running of the office, credit control, liaising with external advisors and agencies (eg. HMRC, Company Accountant etc.) preparing budget and financial reports.

We are looking for a person who is experienced in both bookkeeping and administration processes and systems. We are in the process of installing Sage Line 50 and applicants must be familiar with computerised accounts packages. You will need a good grasp of double entry bookkeeping systems, an understanding of VAT regulations in respect of new build projects and property refurbishments and a proven record in setting up and maintaining efficient administration and information systems and procedures. As this is a busy office excellent time management, organisational and communication skills are essential.

We will consider support for professional qualifications for the right candidate.

Job Description

Bookkeeping/Accounts:

There is a high volume of sales and purchase invoices, commensurate with the number of projects underway at any one time. You will be responsible for:

- All aspects of the bookkeeping including the Sales, Purchase, Nominal Ledgers, and payroll.
- Producing Sales Invoices in a timely manner and utilising Credit Control systems to ensure funds due to the company are collected quickly.
- Identifying queries on purchase invoices against contracts/purchase orders and allocation to correct projects.
- Maintaining all monthly reconciliations and cash-flow forecasting.
- Producing financial/budget/project reports as required.
- Producing and submitting quarterly VAT reports.
- Filing annual statutory reports and preparing the annual audit file.
- Carrying out credit checks on clients as necessary.
- Checking timesheets and ensuring allocation to correct projects, filing and payment of monthly CIS returns and PAYE returns.
- Banking and petty cash.



Administration:

Administration systems need to be appropriate for the number of ongoing projects at any one time. Projects will vary in terms of size and number at different times. You will need to have excellent organisational skills and the ability to adapt to different situations. You will be responsible for:

- Identifying changing needs, setting up and maintaining efficient and effective administrative and information systems and processes.
- Registering new sub-contractors for CIS payments and employees for PAYE.
- The smooth running of the general office, including monitoring and maintaining office supplies and stationery, any health & safety issues within the office and dealing with general correspondence and telephone calls.
- Ensuring all Insurances are up to date – ie Public and Employers Liability, Professional Indemnity, Company Vehicle and Property.
- Maintaining the MDs diary and dealing with travel arrangements as and when required.
Maintaining the office diary.
- Dealing with contracts and alerting the Directors to any contractual and/or insurance issues that may arise.
- Ensuring annual processes are complied with, eg. company vehicle Tax & MOT etc.
- Any other duties as required.

It is envisaged that an office junior/apprentice or similar position may be recruited to assist with the bookkeeping and administration should the workload require this.

Essential Criteria:

A recognised qualification in bookkeeping, or a minimum of 5 years' experience in a similar role

At least 3 years' current experience in a similar bookkeeping role and the ability to demonstrate a thorough understanding of double entry bookkeeping

Good administration skills with experience of setting up and maintaining appropriate streamlined systems and procedures

Excellent communication skills, both written and verbal

A proven ability to prioritise and organise your own workload

A good eye for detail

Desirable Criteria:

The logo for Style Front .co.uk Property Solutions is displayed on a dark grey rectangular background. The text "STYLE FRONT .CO.UK" is written in a white, sans-serif font, with ".CO.UK" in a smaller size. Below it, the words "Property Solutions" are written in a smaller, white, sans-serif font.

Currently undertaking a qualification such as AAT or ICSA

Experience of working with sub-contractors and filing CIS returns

Please submit your curriculum vitae and covering letter to admin@stylefront.co.uk

Closing Date for receipt of applications Mid-day 22nd March 2013.