

Job Title **Office Manager (Accounts and Human Resources)**
Salary range **£22-£24k Commensurate with experience**
Staff Group **Management Team**

ROLE SUMMARY

Your role will involve working closely with the Sales Account Managers and Managing Director to ensure smooth business operations on a day-to-day basis and to act as a first point of contact for all Accounts and HR activities.

You will be joining a multi-disciplinary team, working in a professional yet relaxed environment based in our head office in North Hertfordshire in beautiful countryside surroundings.

Finance & Accounting Activities	60%
<p>Maintain accurate records of all accounting /bookkeeping activities within Quickbooks (accounts), including:</p> <ul style="list-style-type: none">• Daily issue, filing invoices and periodic creation of customer statements• Recording and filing of supplier invoices for subsequent payment• Daily reconciliation and reporting of bank and Worldpay accounts• Day-to-day management of Direct Debits and Standing Orders• Monthly staff payroll run (13 employees)• Establish and execute a regular payments schedule, including: Payroll and NI Taxes, VAT calculations and payments, corporation taxes, supplier and subcontractor payments• Assist in monthly audit and reconciliation between Salesforce (CRM) and Quickbooks• Preparation of financial and performance reports as required – from Salesforce & Quickbooks• Implementation of a controlled debt recovery process, including: Statement production, client contact, issue of warning letters and co-ordination of any formal debt collection agencies• Credit authorisation including: Application forms, trade references and credit limit approval• Review and approval for re-imbusement of staff expenses	
HR & Office Management Activities	40%
<ul style="list-style-type: none">• Implementation of HR and employee legislative processes, e.g. Health and safety, employee contracts• Preparation and drafting of: Job descriptions, employee contracts and other HR documents• Assist in the processes of: Staff appraisals, grievance procedures, disciplinary actions• Monitoring and purchasing of office consumables• Management and scheduled maintenance for all company vehicles, including annual MOTs, servicing and insurance renewals• Monitoring and maintenance of staff including: timekeeping, holiday rotas and absenteeism• Maintain a robust filing system including: Contracts, personnel records, client and supplier invoices• Assist Managing Director, as required in contract negotiations and renewals e.g. insurances, office purchases• Booking training courses and hotel accommodation on an as required basis for engineers and staff	

CANDIDATE PROFILE

This section details the essential knowledge, skills and experience we require for the role.

Education & experience	Minimum - 3 years accounts administration and bookkeeping experience, preferably using Quickbooks Minimum 3 years of experience within fast-moving SME environment
Software knowledge	Excellent accounting software skills Intermediate MS Office Skills - especially Word & Excel Knowledge of Salesforce an advantage but not essential
Interpersonal & communication skills	Strong relationship management skills and a proven ability to grow and maintain relationships with clients and other external stakeholders Experience of team management preferred
Relevant experience	Strong organisational skills including financial reporting, planning and maintaining budgets
Additional requirements	The ability to manage, mentor and motivate other members of the team A thorough understanding of the business world, preferably building developments Full driving licence

ROLE DETAILS

Working pattern: Monday to Friday

Hours of work: 8:00am – 5:00pm

Length of appointment: Permanent

Probation period: 3 months

Annual leave: 20 days plus public holidays

Pension eligibility: Enrolment 01/05/2017

SCREENING CHECK REQUIREMENTS

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

APPLICATION PROCESS

To submit an application for this vacancy, please send a Curriculum Vitae (CV) and cover letter to **Paul Whiffin at pw@atspaceltd.co.uk**

At ATSPACE LTD we are proud to build on passion, we are a diverse team with a strong drive to create a level of service that is second to none. Our beliefs are to aid the design process to construct sustainable buildings, happy homes and create an environment that is focused on quality of living. By using our strong expertise within the building industry and delivering a service that will aid developers to buy into our beliefs and build in an ever-changing industry.

What ATSPACE Ltd can offer you

One of our core values is to invest in our staff, which includes recognising and rewarding our staff as our greatest asset. If you choose to come and work with us, you will find that we offer:

Excellent benefits

You will be eligible for a range of competitive benefits, including a highly competitive, negotiable salary with generous performance related bonus.

A welcoming and inclusive environment

We will help you settle into your new role and working environment. You will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

Development opportunities

The encouragement of career development for staff is one of the ATSPACE's core values. We put this into practice by recruiting enthusiastic people who may require some training, which we can provide in house and outsource to other agencies. We believe that giving staff the time to gain further accreditations and qualifications can only improve our business.

Equality of Opportunity

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex, marital, race, ethnic or national origin, colour, disability, sexual orientation, religion, age or socio-economic factors.