# POSITION: Administrative & Accounts Assistant

## January 2018

**JOB OVERVIEW**

**GBS Roofing is a rapidly growing and widely respected company with over 30 years experience in delivering the highest quality roofing solutions to a growing range of customers – from large public sector construction projects to smaller bespoke pieces of work for homeowners and businesses.**

**The Administrative & Accounts Assistant will be integral to our continued success. You will ensure effective customer service by providing frontline administrative support to the GBS Roofing team. You must, be able to work on your own initiative, have excellent written and verbal communication skills** **and demonstrate an organised, methodical approach to work, along with problem-solving skills.**

**The range of general administrative duties will include:**

* Ensuring effective customer service through the provision of advice and information to internal/external customers;
* Administering team processes eg: maintaining records/filing systems, dealing with phone and e-mail enquiries, arranging internal/external meetings, maintaining office supplies and organising business travel, car hire and accommodation;
* Typing up reports, estimates, method statements, letters, as required by the team;
* Providing general administrative support to include diary management, taking and preparing minutes, circulation of papers, filing, etc;
* Assisting in the planning and co-ordination of training activities, events and processes
* Preparing and maintaining databases;
* Maintaining vehicle records;
* Health and safety eg: maintaining Accident book, distribution of safety memos
* Other general administrative duties as needs dictate.

**The range of general finance administrative duties will include:**

* Preparation of reports for the managing director;
* Reconciliation of supplier statements, processing supplier payments;
* Processing expenses claims, payments and wages;
* Processing and coding purchase orders into Sage Accounts;
* Processing monthly returns and HMRC PAYE payments;
* Maintaining petty cash records;
* Other general financial administrative duties as needs dictate.

**SELECTION CRITERIA**

**Personnel Specification - ESSENTIAL**

All applicants must, by the closing date for applications, be able to demonstrate the following:

1. 5 GCSE’s/O levels at Grades A, B or C (or equivalent qualifications) including English Language **AND** at least 12 months’ relevant office experience providing evidence of experience in the following areas:

* Providing a wide range of administrative support
* Providing advice and information ensuring effective customer service.

(Candidates with non–standard qualifications are asked to check the following websites and provide supplementary documentary evidence as to how their qualifications meet the required criterion).

[www.accreditedqualifications.org.uk](http://www.accreditedqualifications.org.uk)

[www.ccea.org.uk](http://www.ccea.org.uk)

**OR**

2 years’ relevant office experience providing evidence of experience in the following areas:

* Providing a range of administrative support including financial administrative support
* Providing advice and information ensuring effective customer service
* Maintaining databases

1. Experience in the use of Microsoft Office Suite including word processing, presentations, spreadsheets and e-mail.
2. Excellent team working skills coupled with strong organisational abilities.

**Personnel Specification – DESIRABLE**

**Depending on the number of applications, it may be necessary to shortlist candidates who meet the essential and desirable criteria:**

* Preference may be given to applicants who have experience of using Sage 50 **and/or** who have an accounting qualification
* Experience of working in the construction industry and in a front of office role.

**Points to note**

Applications are considered solely on merit.

It is vital that candidates highlight their specific role and contribution by using actual examples to illustrate their experience against the criteria.

A written/practical test will form part of the selection process.

**We would expect interviews/written tests to be held w/c 29 January 2018.**

GBS Roofing is committed to the continuous training and development of its staff.