

About The Job



Job Title: Administrator
Contract: Permanent
Hours: Full time
Salary: Starts at £19,305 (Real Living Wage). Negotiable for an experienced candidate.

We are looking for an Administrator to join our team based in the west end of Glasgow. Our firm is a family owned and managed accounting and consulting practice with a specialism in the third sector.

This role will involve the following main areas of work:

1. **Engagement** of new clients – maintaining and updating our database and preparing a letter of engagement, requesting professional clearance and authorisation
 2. Carrying out **anti money laundering** checks on clients
 3. Submitting annual Confirmation Statements to Companies House for our clients and **reminding clients of annual deadlines**
 4. Scanning incoming **mail, filing and distributing** to clients by email
 5. Franking and posting letters and **outgoing mail**
 6. **Answering the phone** and distributing calls to the team
 7. Monthly chasing of the firm's **debtors**
 8. **Preparing reports** on deadlines and tasks due to be completed using our practice management software
 9. Maintaining and monthly reconciling of the firm's **petty cash**
 10. **Light financial admin** such as preparing cashbooks and ledgers, filing of dormant company accounts
 11. Minuting our regular **practice meetings**
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The smooth administration of our office allows our team to efficiently and confidently deal with our clients and deadlines. This role is therefore essential to the successful functioning of our firm, and the right person will thrive in the environment of positive challenge presented by a small, growing practice.

We will be happy to accept applicants who have limited experience and are keen to learn, or applicants who already have experience in a relevant role.

You will be provided with full training by an experienced member of our team, as well as job specific external training where this is required (for example anti money laundering procedures).

About Brett Nicholls Associates

- ⇒ We are a small family owned and managed **professional practice**. We provide accounting and consulting services to a wide range of businesses and individuals across Glasgow and Scotland, and our particular specialism is in the third sector. We work with and advise many registered charities, social enterprises and not-for-profits and have built up significant expertise and experience in this sector

- ⇒ Our aim is to be **professional and friendly** - we care about our clients, and take the time to understand what they do and why
 - ⇒ In 2018 we were awarded **Small Accountancy Firm of the Year** at the Scottish Accountancy and Finance Awards!
 - ⇒ After a year's trial we implemented a **true four day working week**, with the office being closed on Thursdays, and all staff working a 30 hour week with no change to salaries
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Particulars of Employment

Hours of Work	9am – 5pm (Mon, Tue, Wed, Fri – office currently <u>closed</u> on Thursdays)
Hours per Week	37.5 (Full Time contract, 30 hours working time under Four Day Week)
Contract	Permanent
Rate of Pay	£19,305 (Real Living Wage of £9.90 per hour) – negotiable for experience
Pension	5% paid by employer, 3% employee contribution
Holidays	20 days 10 public holidays (30 days total)

Required Attributes and Skills

- **Communication:** the ability to communicate with clients and colleagues in a professional and friendly way is essential to this role
 - **Attention to detail:** clients make decisions based on the information we provide them – it must be accurate
 - **Punctuality and reliability:** responding to client communication quickly and efficiently, agreeing deadlines and sticking to them, delivering what we promise – these things will be expected as a minimum
 - **Problem solving:** a strong logical and analytical approach is desirable in this role – whether addressing a challenge presented by a client or organising your workload and deadlines
 - **Ethics and integrity:** we must build our clients' trust through honest, straightforward communication and the highest standards of personal and professional integrity at all times
 - **Attitude:** you don't need to know everything before you start working with us. If you are enthusiastic, resilient and possess a growth mindset, everything else will take care of itself!
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To apply, please send a CV and cover letter by email to:

David Nicholls, Partner
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www.bnassociates.co.uk

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