**BARNACK ESTATES UK LIMITED**

**JOB DESCRIPTION**

JOB DESCRIPTION: General Administration and Financial Accounts Support

HOURS OF WORK: Flexible. Target 37.5 hours per week

SALARY: Negotiable depending on experience.

POSITION: Available immediately

**BARNACK ESTATES UK LIMITED**

A fast-growing property construction and development company based in Orton Southgate; Peterborough have a vacancy to assist with administration within an established team. Experience is required but training will be given.

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| 1. | **KEY RESPONSIBILTIES** |
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|  | To work within a team to provide general administration support to the Property and Financial teams. |
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| 2. | **KEY OBJECTIVES** |
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| a) | To maintain high standards of accuracy and administration and support to the property department and accounts office. |
| b) | To be able to work under pressure, have outstanding communication skills, be able to prioritise workloads, manage varied tasks and to be flexible. |
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| 3. | **GENERAL RESPONSIBILITIES** |
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| a) | To be part of the company’s overall administration team, this includes General Administration, Property and Temporary Financial Accounts. |
| b) | To be able to match invoices and delivery notes. |
| c) | To be able to make data entry on to Sage (with training). |
| d) | To complete word processing, letters, time lines, task lists, minutes, snagging lists and general word processing. |
| e) | To be able to carry out electronic and hard copy filing, arrange meetings, manage the post, carry out scanning and copying, make up files. |
| f)  | To be able to assist with project management administration, manage drawings and arrange service connections. |
| g) | To assist in managing office supplies, stationery, booking rooms. |
| h) | To be able to answer phones, take messages confidently and competently. |
| i) | To attend any agreed training to help develop skills. |
| j) | To carry out any general tasks within the office. |
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| 4. | **EXPERIENCE** |
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|  | Ideally with office administration experience, organised and comfortable working in a team. Knowledge of Microsoft Excel and word. Experience of Sage would be helpful but training would be given. |
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| 5. | Please send CV to enquiries@barnack.com |