



**A.S Plant Ltd**

<https://dailyjobspost.co.uk/job/financial-administrator/>

## Financial Administrator

### Description

**Job Title** Financial Administrator

**Location** A S Plant Ltd

**Pay** £20,280 – £23,255 (dependent upon experience)

**Reports To** Business Manager

**Work Pattern** 9-5 Mon-Thu, 9-4 Fri (39 hours per week)

**Status** Maternity leave cover – Minimum 8 months, possible extension to 14 months

**Start Date** 1<sup>st</sup> September 2021

We are a Civil Engineering Sub-Contractor (sewers, paving, concrete formwork) company established for 12 years. Turnover approx. £1.6 million p.a. Currently engages 4 gangs (15 men, CIS Sub-Contractors) + 4 office staff.

We are currently looking to recruit a Financial Administrator Preferably living in the Mansfield area. Required to be flexible and adaptable as will be working within a small office team (4 persons), therefore will be doing all aspects of finance and administration associated with a small business. Experience of small business environment and CIS system essential Professional part qualification preferable but not essential.

### Main Duties and Responsibilities

Finance: (Daily, Weekly, Monthly) Daily Cashflow monitoring + See Finance to do list. All "Purchase & Sales Ledger" Works Month end Works (incl Reconciliations).

Vehicles Repairs / MOTs, Servicing, Road Tax, Insurance, Breakdown, Fuel Cards, Hired in Contracts, Tracking, Fines / Penalties, Valets, 1st Aid / Fire Extn.

Pleasley Yard T Moody Welfare & Payments, J Henry liaison, Skips, Cleanliness / Pest Control.

General Admin (1) Procurement (Projects – Indirect Materials) IT Support, Advertising / Promotion, Heating, Office Supplies, IT Contracts (BT, Kevyn), Electric Contracts (EDF), Cleaning, Waste, Pest Control, Facebook

General Admin (2) Website, Mobile Phones, Health Ins., Cleaning, Waste, Pest Control, Accommodation Insurances (Non-Vehicle) Public Lia, B&C etc, CPA, CITB.

### Hiring organization

The Daily Jobs Post

### Employment Type

Full-time

### Beginning of employment

Immediate Start

### Duration of employment

Permanent

### Industry

Accounting

### Job Location

Mansfield

### Date posted

July 21, 2021

## **Responsibility as Deputy to Business Manager & Administration Officer**

Sub-Contractor Payments, Contractor Invoicing

Finance (Quarterly, Year End): See Finance to do list, Budgets

Asset Management: Plant (Own & Hired In), Tools, Calibrations, Pat Testing, Fixed Asset Register, Buildings (Maintenance, Utilities etc)

Insurances / Licences (Non-Vehicle): Public Lia, B&C etc, CPA, CITB, Waste Carrier + AVL documentation

A&C Properties – Falcon Lodge Bookings: TL Bookings (Trip Advisor, Contracts, Confirmations) , Guest Passes, Cleaning & Hot Tubs

## **Essential Skills**

QuickBooks Software

Dext (Receipt Bank)

Excel Spreadsheets (Advanced)

Word

## **Company Benefits**

Contributory Company Pension Scheme (NEST)

Company Fuel Card

28 days paid Holiday (pro rata)

Company Medical Insurance Scheme

Vehicle Breakdown Cover

**Application closing date the 4th August – expected interviews w/c 16th August**