

H&S Office & Finance Manager

NORTH WEST

Closing Date: 17th September

Quote: H&S/OFM



People Matters



**21 DAYS HOLIDAY
& BANK HOLIDAYS**



**OCCUPATIONAL
HEALTH**



**PENSION
SCHEME**



**EYE CARE
VOUCHERS**



**SEDDY
SAVINGS**

I H&S Office & Finance Manager

We are currently recruiting for an Office & Finance Manager to join our team at our Joiner's Workshop at H&S Joinery in Blackburn, BB1 2QQ.

What you'll do

- Maintain relations with suppliers, customers, and third-party companies.
- Work closely with the Managing Director and Production Director to ensure the administrative requirements of H&S are met efficiently.
- Provide general administrative support to H&S and be point of contact for advice on administration throughout the Company.
- Supervise office assistant who will assist with some of the responsibilities detailed below.
- Assist Directors with the maintenance of the tender / work pipeline and training records
- Produce job sheets for factory production with assistance from Directors.
- Manage supplier invoices process and maintain the purchase ledger.
- Check supplier invoices are valid prior to submission for approval.
- Obtain approval for payment of purchase ledger invoices.
- Produce purchase ledger payment runs in a timely manner and ensure authorisation of payments.
- Issue sales invoices and contract applications with assistance from Directors.
- Maintain the contract applications ledger.
- Resolve any sales ledger and/or purchase ledger queries.
- Maintain the cash books and reconcile all bank accounts.
- Produce VAT returns on a relevant quarterly basis for review by Seddon.
- Ensure timely payments of VAT and PAYE to HMRC.
- Ensure all CIS submissions are completed where necessary.
- Maintain plant register.
- Preparing miscellaneous cheques and direct banking payments.
- Provide credit control function.
- Provision of payroll and timesheet information to produce weekly and monthly salaries to Seddon.
- Use knowledge of Microsoft word, excel, outlook or PowerPoint to carry out ad hoc projects or resolve issues.
- Liaison with Seddon for other ad hoc financial requirements. Seddon are responsible for the production of the month end management accounts and payroll.
- Liaise with Seddon on the administration of training and work with the Production Director to keep adequate track of the Company's training programme.

Have you got what it takes?

- Ideally experience in equivalent office and finance role.
- Attention to detail / accuracy.
- Time Management.
- Communication.
- Teamwork.
- Adaptability.
- Approachable.
- IT Skills – Microsoft Office and financial accounting software (SAGE 50). You will also be trained how to use our bespoke Joinery software to prepare invoices.

I APPLY NOW

Reporting to: Managing Director

Location: Blackburn BB1 2QQ

How to apply: Please email CV to careers@seddon.co.uk - quoting job reference - H&S/OFM

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