

# Office Manager and Book-keeper

Reygar is a small Bristol based company working in offshore wind renewable energy and commercial marine. We develop, install and support solutions for boat monitoring systems, autonomous survey vessels and dynamic positioning control of commercial boats.

We currently have 7 staff and circa £1m turnover with plans to grow steadily over the next few years.

We are looking for an exceptional and personable Office Manager to get our systems in order and help us operate an efficient and profitable small business.

## Job Purpose:

- Enable a safe, efficient and effective business environment
- Develop, implement and operate effective and efficient systems and processes, building on what is in place, for various administrative and financial systems

## Primary responsibilities:

- Understand the current business processes, review, optimise, identify the most efficient tools and process then implement, operate and support entire business in following these processes, in the areas such as
  - purchase orders, job-tracking and relevant customer information
  - with our accountant, cashflow and other management information
- Basic book-keeping, including:
  - Raising sales invoices
  - Supporting our accountant with financial admin
  - Entering and paying supplier invoices
  - Running payroll
  - Updating management reports (eg. cashflow analysis) with data
  - Adding new customers to Sage and generating simple quotes
  - Reconciling basic invoices
  - Preparing delivery notes
- Administrative support to the Directors and other staff in their work, 'mucking in' where necessary, including:
  - Arranging shipment of packages
  - Some packing of shipments (light manual work)
  - Coordinating logistics relating to installation of products, using our subcontractors
  - Ordering production components from regular suppliers

- Checking data usage on customers' vessels
- Coordinating staff expenses and timesheets
- Coordinating travel arrangements
- Updating the website with basic content (not design or technical)
- Coordinating grant preparation and submission (not writing grant applications)
- Office management – being the point of contact for the landlord and helping to ensure a safe and effective working environment

## **Essential Skills and Experience:**

- Exceptional organising skills with strong attention to detail
- Personable and able to communicate clearly and effectively
- Flexible and adaptable
- A self-starter able to use own initiative and keen to find better ways of doing things
- Experience of working in a small business
- Experience of basic book-keeping
- Able to travel to work locations UWE Campus Stoke Gifford (BS34 8RB)
- Numerate and Highly IT literate – Microsoft Word and Excel
- Excellent and confident with numbers
- Experience of developing new processes

## **Desirable Skills and Experience:**

- Office management experience
- Experience of using Sage Accounting Online
- Working in a small-scale manufacturing business
- Basic accounting qualification
- Experience of selecting and adopting new software packages

## **Terms:**

<b>Salary :</b>	£25k pro rata depending on experience
<b>Role :</b>	Permanent, 20-37.5 hours per week, depending on experience and availability
<b>Working Pattern :</b>	Regular hours/days in the week to be agreed.
<b>Location :</b>	Some time to be spent in office (BS34 8RB), but working from home is welcomed
<b>Benefits :</b>	25 days holiday per year, contributory pension