

Job Role: Office manager/ bookkeeper (4-8 hours per week)

We are looking for a part-time office manager to help Rachel (owner/general manager) with the administration, paperwork and basic bookkeeping for the company. We are looking for someone with experience in an administration role who is used to managing their own workload and can implement systems to keep things running smoothly behind the scenes. You must have experience using online accounting software and have a good knowledge of Excel as well as top tier organisational and filing skills. You will be working closely with Rachel and our accountants, so it is essential that you have excellent communication skills and can be flexible to their needs. This is a new role and can be developed around your experience and interests, with opportunity to expand into other areas such as: marketing and sales, social media management, photography, graphic design etc should you wish. Once the job is established, this will be mainly a remote position working from home, with a weekly meeting onsite with Rachel lasting roughly an hour to report on performance and set the following week's budget. We're offering a three-month trial starting at £15 an hour (dependent on experience) with potential for pay increase based on performance.

Requirements:

- Administration experience
- Excel & online accountancy software competence
- Great communication skills
- Reliable work output and ability to meet deadlines
- Ability to manage own workload, use initiative and input own working systems

Work Hours:

- Average 5 hours weekly, plus a weekly hour meeting with Rachel but may vary week to week
- Year-round position
- Flexible work from home

Benefits include:

- 20% staff discount for you and your whole table (up to 6)
- Good rates of pay with regular appraisals and possibility to review pay rate reflecting performance
- Flexible hours to suit you and work from home
- Opportunity to expand role to include extra areas of interest to you as mentioned above