

Office & Accounts Manager (Maternity Cover) - Job Advert – March 2019

Public relations and growth marketing agency Active Profile is looking for an all-round team player to take on the role of Office & Accounts Manager.

This full-time role will be a fixed term contract to cover maternity leave until Summer 2020.

We are looking for an energetic, multi-tasking machine with an in-depth business understanding and the ability to run the offices, HR, IT and finance functions for a busy, growing agency with 15 employees.

You will have a strong background in operations and finance and will be confident in efficiently running both functions proactively, reporting to the MD and feeding into the senior management team.

The Office & Accounts Manager is a key day-to-day contact for employees, suppliers and clients alike, playing an essential role in the effective running of business activity, processes and systems.

You will manage and coach the Office & HR Co-ordinator and support the directors for the general management and organisation of their teams.

Life at Active Profile is fast-paced, so you will need to be on the ball from the get-go, throwing your efforts into every task and consistently challenging the norm in support of positive change.

We're passionate about our values and endeavor to:

- Commit wholeheartedly
- Stay proactive
- Be open
- Pursue the sparkle!

The ideal candidate has:

- 3+ years' experience in a similar role
- A relevant qualification or PQ
- Experience using Xero finance software
- Confidence in all bookkeeping practices including sales and purchases ledger, payments processing and credit control
- Good knowledge of payroll and pensions processing
- Experience producing management accounts and non-financial operational reports
- Awareness of compliance in relation to VAT
- Strong IT literacy with experience administering IT software, particularly Office 365 and SharePoint
- Excellent communication
- Quick thinking with initiative to take things forward and get the job done
- An ability to grasp the bigger picture
- Capability of working under pressure, meeting deadlines with a smile and maintaining an eye for detail
- Knowledge and confidence to work independently without constant support

PR | Marketing | Digital

Liverpool Office

Manchester Office

London Office

Contact

Exchange Station
Tithebarn Street
Liverpool
L2 2QP

Neo
Charlotte Street
Manchester
M1 4ET

3rd Floor
33 Finsbury Square
London
EC2A 1AG

0151 556 7050 | 0161 660 1033
info@activeprofile.co.uk
www.activeprofile.co.uk
@ActiveProfileUK

- The desire to take on a challenge with an aptitude for multitasking and thinking outside the box

Desirable but not essential attributes:

- Experience working at a PR, marketing or digital agency
- Proficiency in a project management platform (we use Accelo)

The role is based primarily at our Liverpool city centre office, but there will be requirements to travel to Manchester regularly, and occasionally throughout the UK.

About Active Profile

Active Profile is a communications agency. We develop strategies and create stories that raise profile, engage audiences and drive growth.

Going beyond PR, we deliver targeted campaigns for public and private sector organisations across the UK, working within our key sectors – place and innovation.

We believe specialised knowledge beats tricks and gimmicks any day of the week and that the best measure of success is growth.

We are a business, but we are people first. To be an Active Profiler you need to have get-up-and-go and be on the ball. We always go the extra mile for clients as well, as for each other.

The package:

- Competitive salary
- Commission scheme
- Team profit share
- Pension scheme
- Flexible working considered
- Training opportunities
- Coaching & development

The ideal candidate will start working with us in May to enable the handover of duties from our Head of Finance & Operations.

Please apply in writing to jobs@activeprofile.co.uk. Interviews will be held with successful applicants immediately. Closing date for applicants 5th April 2019.

For more information, please visit activeprofile.co.uk/careers or email jobs@activeprofile.co.uk