

## JOB OPENING—BUSINESS ADMINISTRATOR / BOOKKEEPER

### Location: Glasgow

Neo Environmental are an environmental consultancy currently operating throughout the UK and Ireland. We are seeking to recruit a business administrator / bookkeeper to work at our head office in Glasgow, on a full time basis. The successful candidate will join our expanding team based in Glasgow. We are seeking someone with sage account software experience and experience of business development and office management would also be desirable. The ideal candidate must be personable, motivated and enthusiastic.

### Job Description & Duties

- General administrative duties
- Invoicing for services and chasing up any outstanding payments
- Reconciling invoices with bank statements
- Updating bank statements weekly
- Ensure financial records are kept up to date and accurate
- Prepare monthly financial statements using Excel / Sage
- Managing client enquiries and liaising with other members of staff
- Management of employee timesheets
- Tracking employee holidays and absence
- Liaising with clients and account co-ordination
- Processing monthly payroll, expenses and pensions
- Processing UK and Irish VAT returns
- Attending company meetings
- Taking meeting minutes
- Arranging travel and accommodation

### Essential Criteria

- At least 3 months of administration experience
- SAGE Account Software experience
- Excellent telephone, communication and interpersonal skills
- Competent PC user - MS Outlook, Office, Database Management
- Attention to detail, reliability, and good organisational skills are essential
- Customer service experience
- Completing tasks to strict deadlines.
- A detail focused person who is able to demonstrate the ability to organise their own work
- Fluent English and eligible to work in the UK

### Desirable Criteria

- HNC or degree
- Business Development experience

**Salary Description: £18,135**

**Start Date: January 2020**

For consideration for this role please forward your CV to :

[michael@neo-environmental.co.uk](mailto:michael@neo-environmental.co.uk)