

**Morrish Consulting Engineers are currently looking for a new Office Administrator who would cover our administrative and day to day accounting tasks.**

<b>Vacancy Type:</b> Full/part time – hours to be agreed.	<b>Reporting to:</b> Managing Director/Team
<b>Hours of Work:</b> To be agreed.	<b>Rate of Pay:</b> To be agreed.

**Job Description:**

**Nature of the role:**

You will help support the company with the day to day running of the office as well as supporting the team with administrative tasks. You will be responsible for accounting tasks including invoicing, reconciliation of bank accounts and financial reporting to the team and managing director.

**Key responsibilities:**

- General office duties.
- Providing administrative support to the engineering team.
- Using Sage Accounting for a number tasks associated with project and office finances.
- Use of company job costing system for setting up and financial management of projects.
- Process external payroll and pension scheme.
- Process monthly timesheets and expenses.
- Prepare monthly accounts for managing director as well as information at year-end for company accountants.
- Credit control and reconciliation of bank accounts including use of online portal.
- Duties will vary day to day.

**Training Description:**

**Training to be Provided:**

The successful candidate should be competent with the use of windows, office programmes (including Outlook, Word and Excel) and Sage. Training will be given for the company job costing system.

## Person Specification:

### Skills required:

- Skills associated with office administration and accounting
- Experience with Sage and Excel
- Good communication and time management skills
- The ability to work both independently and as part of a team
- General IT skills

### Qualifications required:

- Whilst not required, suitable book keeping and/or office management courses would be beneficial.

### Personal qualities required:

- To be dedicated and committed
- To work to a high degree of accuracy
- A hardworking attitude
- Good interpersonal skills
- To have a drive for improvement and development
- A good sense of humour

### Additional requirements:

- Experience within a similar role would be beneficial.

## How to apply:

In the first instance, please make contact with us via [eng@morrish.co.uk](mailto:eng@morrish.co.uk) providing your up-to-date CV and personal summary.

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**Morrish Consulting Engineers** are a local company based in Bury St Edmunds offering **Structural & Civil Engineering** services to clients across East Anglia and beyond. Working on large scale developments within the commercial, educational and residential sectors, we also specialise in smaller scale projects such as residential new builds and extensions/alterations.

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