

Job Title:	Finance & Administration Assistant
Position:	Part-time – 20-28 hours per week
Salary:	circa £21,000 p.a. FTE dependent on experience
Location:	Elstead, Surrey

About the Dixon Searle Partnership:

Dixon Searle Partnership (DSP) is an independent consultancy, specialising in planning and development viability. Our work principally includes the preparation of economic viability evidence for Local Plans, Community Infrastructure Levy (CIL) and other strategic planning projects as well as planning application economics.

We are a small, dynamic and friendly team providing a highly professional service that is delivered in a positive, approachable way. Formed in 2009, our business has gone from strength to strength to become a market leader. Based in Surrey, we provide a range of projects and professional support for a strong and varied Local Authority client base across the Country.

Role Summary:

To provide day to day finance and administration / operational support across the business. You will be enthusiastic and dedicated with great communication skills, a keen eye for detail and excellent customer service skills. We are looking for a conscientious part-time Finance and Administration Assistant with a committed work ethic. This is a flexible, part-time office-based position of between 20-28hrs per week over a minimum of 4 days.

Key Tasks / Responsibilities:

The candidate will need to:

- Receive and respond to new business enquiries, generate quotes, client liaison.
- Maintain and update new supplier details, provide support and routine information for job tenders.
- Understand our Local Authority client's internal finance processes e.g. requirements for purchase orders.

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- Monitor our internal case management system to accurately prepare and issue invoices in a timely manner alongside identifying and proactively chasing up payments/debtors as required.
- Liaise with subcontractors (cost consultants) to ensure prompt payment of bills and ensure correct recharges made to clients.
- Provide monthly reports to Director's and other staff to ensure all work has been invoiced.
- Ensure our job monitoring system is regularly updated, data audited (checking for omissions) and generate weekly reports for senior staff.
- Be the first point of contact for monitoring enquiries and projects currently in progress. Organisation will be key to ensure all projects timescales, stage milestones and associated activities are accurately monitored and logged.
- Day to day administrative duties and office support as required. In a small office environment, this will be varied but will include for example, taking telephone enquiries, updating DSP's case management system, diary management, arranging meetings and conferences, participating in and recording meetings, filing, copying, data inputting and review, report compilation and checking, providing admin support for tendering processes.
- Assist with marketing activities e.g. tenders, adverts, website, news items, Twitter feed.

Core Knowledge & Skills Required:

The successful candidate will need to possess the following knowledge and skills:

- Familiarity with finance processes in large and small organisations.
- Experience of modern cloud-based accountancy software, such as Xero, in particular for sales invoicing.
- Experience of modern cloud-based CRM software, such as WorkFlowMax.
- Preferably some experience of credit control.
- Understand the importance of gathering and accurately recording information as early as possible in the job cycle and updating data as timescales/deadlines/details change.
- Confidence to chase up and query information from clients and colleagues.
- Experience of suggesting and implementing improvements to finance/administration processes.
- Organised, adaptable and proactive with an ability to multi-task and able to work with a wide range of information sources, efficiently and independently on your own initiative.

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- Excellent numerical/analytical skills and a keen eye for attention to detail.
- A good understanding and experience of MS Excel and Word.
- Ability to communicate effectively in both written and verbal forms – must be assured and friendly in liaising with clients with excellent customer service skills.
- Have a positive approach and friendly manner with the ability to work effectively as part of a small team.

Additional Desirable Knowledge & Skills:

The following would also be an advantage, although is not essential:

- An interest and/or experience in a planning, property or construction related setting.
- Experience of public sector procurement / administration.
- Advanced Excel and Word skills.

Benefits of working at DSP:

Here at DSP, we are all proud to work as part of a small, dynamic team and consider ourselves very fortunate to have such a fantastic, supportive working environment. Amongst other benefits we also offer:

- Potential for flexible working
- Friendly, supportive team and a relaxed working environment.
- Casual dress
- Excellent office environment with on-site Café
- Free car parking

Dixon Searle Partnership is an Equal Opportunities Employer.

If interested, please in the first instance send your CV and covering letter to helena@dixonsearle.co.uk clearly setting out why you think you would be our ideal candidate.

In applying for this post, please also refer to the Dixon Searle Partnership Data Protection Policy and Privacy Notice for Job Applicants contained on the DSP website at www.dixonsearle.co.uk.

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