



Location:	Pembrokeshire Science & Technology Park, Pembroke Dock, SA72 6UN
Job Title	Office/Accounts Administrator (SAGE)
Type:	Permanent
Qualifications:	Minimum of 5 GCSEs at grades C or above (including Maths and English), further qualifications in administration/accounts would be beneficial.
Hours:	Full time or Part time (minimum 20 hours)
Salary:	£22,500 (Pro rata)

Details:

Your main role will include the general administration of a busy Building Services Engineering design office. This will include financial administration including book keeping, VAT and invoicing. Experience of a booking keeping package such as SAGE is essential.

The successful candidate must possess excellent communication and organisational skills and will need to demonstrate a good understanding of grammar and punctuation, with good attention to detail.

They must be computer literate with experience of using Microsoft Office and be able to work under pressure and work to often tight deadlines in a small and busy office.

Bullock Consulting

Bullock Consulting Ltd is a Building Services Design company with offices at the Cleddau Bridge in Pembroke Dock and Carmarthen. Our multi-disciplined team provide Mechanical and Electrical Design & Co-ordination and a wide range of complementary services that are essential when designing new buildings. Our projects vary from self-build domestic dwellings to residential social housing schemes, through to public sector buildings including schools, offices and fire stations.

Bullock Consulting also produce Energy Performance Certificates for Domestic and commercial buildings.

Training

Bullock Consulting Ltd develops individuals through a portfolio of training and development activities designed to help you make the best of your abilities and talents. These are reviewed with individuals through an annual appraisal process. We actively support staff in achieving corporate membership of relevant institutions.

Work life balance

Bullock Consulting Ltd recognise that there are many well qualified people who cannot commit to full time employment. We support flexible working arrangements and are interested to discuss how we can accommodate individual requirements, however, this is an office based role. This post is suitable for full or part time for a minimum of 20 hours per week.

Please send a copy of your CV with covering letter to:

Richard Bullock
Pembrokeshire Science and Technology Park
Pembroke Dock
Pembrokeshire
SA72 6UN

Or alternatively you could email us: office@bullockconsulting.co.uk

CLOSING DATE: 16.00 on 9th June 2023