

Business Support and Finance Administrator

£17,849 - 25k per annum (FTE)

Overview:

DPP is an independent national planning consultancy, successfully delivering planning solutions to clients across the UK. We are looking for a Business Support and Finance Administrator to join the team in our busy and vibrant Cardiff office.

The position is permanent and offered on a full-time or part-time basis (minimum 25 hours required). Working days and hours can be flexible but the ideal candidate should be available to work on Mondays and Fridays.

You will join a team of three, where you will support the administration function and the wider business. The role will cover all areas of the business, including People, Brand, Governance and Operations and Finance.

Key Responsibilities:

- To provide administration support to all areas of the business on a daily basis.
- To support the administration team in the following areas, ISO 9001:2015 processes, GDPR, IT security and Health and Safety.
- To support the People Manager on the upkeep of people related documentation and filing.
- To support finance on all daily and monthly tasks such as (but not limited to) payroll, invoicing, expenses, allocation of monies, aged debt, and project opening.
- Credit control, debt chasing, document drafting and creation.
- Co-ordination of and supporting offices with weekly workload meetings, agendas, minutes, key actions and follow ups.
- To support offices to collect and draft collateral for tenders and frameworks
- To ensure the CRM/Project Management system is kept up to date daily
- Publishing of company news on social media platforms.
- Ordering of office supplies and equipment.
- Diary and meeting management.
- Booking of events, travel, meeting rooms and hotels.
- Data entry.
- Drafting of documents and reports.

Essential:

- Previous experience in an Administration role
- Fully competent in using Microsoft Office
- Highly organised, proactive and can demonstrate initiative
- Able to work independently and efficiently
- Good organisational skills with the ability to manage time and multiple tasks effectively
- Able to prioritise a workload and meet deadlines
- Strong attention to detail and accuracy
- Approachable and excellent communicator

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Desirable:

- Experience of using SharePoint the Microsoft document management and storage system.
- Experience of using client relationship management software and or project and resource management software such as CMap, HubSpot, Pipedrive.
- Experience of using an accounting system, such as Sage, QuickBooks, Xero.
- To have some understanding of UK government legislation and requirements linked to finance, HSE and GDPR.

Employee Benefits:

- 25 days holiday per year
- Additional Christmas leave
- Monthly early finish
- BUPA (medical and dental)
- Employee assistance programme
- Cycle to work scheme
- Salary sacrifice pension scheme (contributions up to 8% from DPP)
- Perkbox (benefit and reward platform)
- Long service gift and additional holidays
- Phone Allowance
- Income protection
- Life assurance
- Company socials and events
- A flexible working environment, including hybrid working

This job description is not intended to be all-inclusive. The successful candidate may perform other related duties as assigned to meet the ongoing needs of the business.

If you are interested in the role with us and want to be part of our team, we would love to hear from you.

Closing Date 16th January 2024.

NO AGENCIES PLEASE!