

# Office and Finance Manager

**Position:** Office and Finance Manager

**Type:** Part-time

**Location:** London

**Reports to:** CEO

**Salary:** £40,000 - £45,000 (pro-rata)



## About Eintechnology

Eintechnology is a small but rapidly growing organisation offering Rogo®, our customisable eAssessment and eLearning SaaS platform used in over 180 countries. Rogo facilitates the easy design and release of courses and tests for distribution anywhere in the world. It is constantly being developed with new features being added constantly.

Our goal is to offer the leading learning and testing products globally. Rogo is pitched at a range of clients, from the small college to the international training organisations, global corporations, and high stakes awarding bodies.

## About the role

This is an exciting opportunity to take ownership of a new role within the company that has been created as a result of our growth. Overseeing various functions within HR, Finance, and general office administration, initially part-time (2-3 days per week) with the option to become full-time as the company and demand on the role grows.

## Key responsibilities

- Controlling income, cash flow and supplier payments
- Ensure the smooth running of purchase and sales ledgers
- Maintain a daily bank reconciliation
- Provide Xero financial planning reports to the Directors
- Ensure PAYE, Payrolls and Pensions are all processed and paid on time
- VAT – work with external accountant and ensure timely submission and payment
- Supporting the recruitment and onboarding of new staff
- ISO certification internal audit and documentation support
- Managing IT equipment and office supplies
- Office building suppliers' management
- Organising staff entertainment and social events
- Respond to ad-hoc requests.
- Other general administrative duties.

## About you...

- Excellent organisation and time management skills, with the ability to prioritise workload.
- Excellent client facing and internal communication skills.
- Strong number skills with attention to detail.
- Prepared to become familiar with all processes and able to step in to offer practical support.
- Experience with Xero or other accounting platform.
- Competent with the Microsoft Office suite.
- Comfortable with taking on a range of tasks and problem solving.
- Able to prioritise urgent requests and get things done.
- ICB, AAT or ACCA qualifications would be advantageous but not essential

## Benefits...

- Holidays:
  - 25 working days (pro-rata) + 1 for birthday in addition to bank holidays.
  - Each full year completed at the company adding 1 extra day holiday (capped at an extra 5)
- Company pension: Up to 8% match
- Annual training budget
- Health plan: Vitality with dental and mental health included
- Cycle to work scheme
- Eye-care vouchers
- Great location in Shoreditch / Liverpool St Station 5min
- Regular social and networking events