

## Job Advertisement

### Administration Assistant

Salary: £12,675 per annum (rising to £14,625 after 6 months linked to training plan)  
Hours: Monday – Friday 9:00am – 5pm (30 mins lunch)  
Location: Sunderland  
Duration: Permanent  
Closing date: 9am – 7<sup>th</sup> February 2014 (May close sooner if high number of suitable applicants apply)  
Interviews: Provisional dates set for interviews – 1<sup>st</sup> Interview - 14<sup>th</sup> February 2014.  
2<sup>nd</sup> Interview – 19<sup>th</sup> February 2014.  
Start date: Immediate

We have a wonderful opportunity for an admin assistant to join a small office team based in Sunderland.

McNally and Thompson have been established over 40 years and have strong relationships with Clients by providing quality work at a good price. With a turnover of over £4m and 30 direct employees, the role of Admin Assistant is an important one within the business to support the office manager in delivering excellent admin support to the management team. This enables us to improve services to our Clients.

Our position of an Admin Assistant will suit someone who has basic office admin experience, who has confidence on the telephone and is willing to learn and develop with the role. Experience of accounts functions within a business is desirable but not essential.

The new Admin Assistant will have skills in the following areas:

Working knowledge of Microsoft Office packages (word, excel, outlook)  
Basic administration background  
Working knowledge of SAGE line 50 accounting package (desirable)

Other benefits include: 21 days paid holiday per year **plus** 8 days statutory holiday  
Private healthcare benefits

Owing to the timescales to recruit for this position, our preference is to communicate using IT.

You will find the full job description and application form available by visiting [www.mcnallyandthompson.co.uk/vacancies](http://www.mcnallyandthompson.co.uk/vacancies)

# Job Description – Administration Assistant

Job Title	Administration Assistant
Purpose of Job	To support the Office Manager to ensure the effective and efficient running of the office, including administration and accounts functions within the business
Accountable To	Office Manager
Working Relationships	Owing to the size of the business, it is important to have professional and effective working relationships with all colleagues
Key Result Areas	Key Tasks
General Administration	<p>To ensure all administrative tasks are carried out to a high standard including:</p> <ul style="list-style-type: none"><li>• Post</li><li>• Typing</li><li>• Filing</li><li>• Updating website</li><li>• Processing email enquiries</li></ul>
Reception Duties	<p>To ensure a professional image is portrayed to telephone callers:</p> <ul style="list-style-type: none"><li>• Answering the telephone in an efficient and professional manner</li></ul> <p>To ensure visitors feel welcome including:</p> <ul style="list-style-type: none"><li>• Answering door entry system</li><li>• Greeting guests</li><li>• Making refreshments</li></ul>
Accounts	<p>To ensure accounts data and processes are entered accurately including:</p> <ul style="list-style-type: none"><li>• Purchase ledger</li><li>• Credit control</li><li>• Petty cash</li><li>• General admin relating to accounts</li></ul>
Supplies and Ordering	<p>To ensure supplies are maintained including:</p> <ul style="list-style-type: none"><li>• Stationery</li><li>• Postage</li><li>• Workwear</li><li>• Personal Protective Equipment</li></ul>
General	<p>To ensure general duties are carried out professionally including but not limited to:</p> <ul style="list-style-type: none"><li>• Keeping working environment clean and tidy (including small office kitchen)</li><li>• Any other tasks as reasonably requested by another colleague</li></ul>

Core skills	<p>Working knowledge of Microsoft Office packages (Word, Excel, Outlook)</p> <p>Basic administration background</p> <p>Working knowledge of SAGE line 50 accounting package (desirable)</p>
Core Competencies	<p><b>Quality Standards</b>          Focuses on getting it right first time          Maintains close attention to delivering quality work</p> <p><b>Commercial Awareness</b>          Avoids unnecessary waste and uses resources economically and efficiently</p> <p><b>Communication</b>          Communicates information in a timely way          Proactively communicates useful information to others          Maintains confidentiality where required</p> <p><b>Delighting Customers (internal and external)</b>          Delivers prompt, efficient and personalised service to customers          Works hard to anticipate, identify and meet customer needs</p> <p><b>Delivering Results</b>          Acts on own initiative without being prompted          Maintains consistent high levels of effort throughout the day          Sees things through to completion</p> <p><b>Resilience &amp; Change Management</b>          Appears happy and enthusiastic about their work</p> <p><b>Planning and Organising</b>          Keeps on top of a range of different activities and outputs          Approaches work in an orderly and systematic way          Prioritises work in line with business and team needs</p>
<b>Working Conditions</b>	<p>The unavoidable, externally imposed conditions under which the work must be performed and which may create hardship for the employee including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.</p>
Physical Demands (The nature of physical effort leading to physical fatigue)	<p>The Administration Assistant will spend long hours sitting and using office equipment and computers. The Administration Assistant will also have to do some limited lifting of supplies and materials from time to time. The office property comprises 2 floors. A lift is available.</p>
Environmental Conditions (The nature of adverse environmental conditions affecting the incumbent)	<p>The Administration Assistant is located in an office on the ground floor. The technical office, archives and kitchen, which require frequent access are located on the first floor.</p>
Sensory Demands (The nature of demands on the senses)	<p>The Administration Assistant may spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering financial information which requires attention to detail and high levels of accuracy.</p>

Mental Demands  
(Conditions that may  
lead to mental or  
emotional fatigue)

The Administration Assistant role is varied. Frequently the Administration Assistant may feel they are being pulled in different directions so it is important for to know how to do multiple things at one time without causing themselves stress.

General

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job role. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

# APPLICATION FORM

Please complete all sections of the application form. The form should be completed in black ink or typed. **Please return the completed application form, together with a handwritten letter by the applicant to: Mrs J Winship, McNally & Thompson, Unit 1 North Hylton Enterprise Park, North Hylton Road, Sunderland SR5 3AD or emailed to [jwinship@mcnallyandthompson.co.uk](mailto:jwinship@mcnallyandthompson.co.uk)**

Post applied for:	
Where did you see the post advertised?	

## 1. Personal Details

Surname/Family Name:	First Name(s):
Address:	Known as:
	Title:
Postcode:	Home Tel No:
National Insurance Number:	Work Tel No:
Nationality:	Mobile No:
Do you need a work permit / certificate of sponsorship to take up this appointment? <b>Yes / No</b>	Email address:

If you have answered 'no' above, and you are from outside of the EC or EEA please state the category under which you are entitled to work in the UK (These categories are available via the Boarder Agency website at <http://www.bia.homeoffice.gov.uk/>)

## 2. Career History

Please provide information about all relevant previous employers, starting with the most recent, along with information about any significant gaps in your employment history.

### Present/most recent employment

Name of Employer:	Job Title:
Address:	Current salary:
	Pension Scheme:
Postcode:	Benefits:
Start date:	Notice period:
End date:	

Reason for leaving if no longer employed:

**Previous Employment**

<b>Employer</b> (name and full address)	<b>Position held</b>	<b>Dates employed</b>	<b>Reason for leaving</b>

**Continue on separate sheets, if required**

### 3. Additional Supporting Information

For all posts, please use the space below to tell us about your skills and experience and how they satisfy each of the criteria in the job description. You might find it helpful to use the job description criteria as headings to structure this section. Please continue on separate sheets, if required.

**4. Education and Qualifications**

Starting with the most recent – (please list those relevant to the post applied for.)

Name of Institution	Qualification (including subject)	Grade and Date

Membership of professional societies or associations.

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## 5. Referees

Please provide the contact details of two referees, one of whom should be your current or most recent employer or line manager. If you have no, or limited previous employment, please provide referees from your school, college or training scheme or from any voluntary/temporary work. Do not include family members or friends.

Title:

Job Title:

Name:

Name of Organisation:

Telephone No:

Address:

Email:

Please indicate whether a reference may be obtained prior to interview

**Yes / No**

Postcode:

Relationship to referee:

Title:

Job Title:

Name:

Name of Organisation:

Telephone No:

Address:

Email:

Please indicate whether a reference may be obtained prior to interview

**Yes / No**

Postcode:

Relationship to referee:

## 6. Support for disabled applicants

### Support for disabled applicants:

We want to ensure that all candidates have equal access to our recruitment and selection procedures. If you are disabled, have an impairment or long-term health condition that may affect your ability to complete this form, or if you require any adjustments to enable you to attend an interview or participate in the selection process, please send details, as soon as possible, to the person named above. This will enable us make any reasonable adjustments.

## 7. Declaration

I have read Section 6 and have forwarded additional information to the person names above where applicable.

I confirm that the information provided above, and in any attachments and supplementary information, is correct and understand that any false statement could result in my application or appointment being terminated.

Name:

Signature:

Date:

**Please return the completed application form and send together with a letter, hand written by the applicant to:**

Any general enquires should be directed to Jackie Winship. NO AGENCIES PLEASE.

We look forward to receiving your application by 9am on 7<sup>th</sup> February 2014.

Please note we may bring the closing date forward if we receive a high level of suitable applicants before the 7<sup>th</sup>. Therefore if you are interested in applying, we suggest an early submission.