



JOB DESCRIPTION: EQUIPPD OFFICE & FINANCE ADMINISTRATION

About Equippd

At Equippd we design, install and support the very best technology for high-end residential homes. We're a young, dynamic team with a passion for quality and exciting, bespoke technology solutions. We work with homeowners, architects and interior designers to deliver some of the very best in home technology, from smart lighting to home cinema, and everything in between.

The Role

The Office & Finance Administrator will work across departments, delivering exemplary administrative, communication, and finance support whilst supporting the day-to-day running of the Equippd. The Office & Finance Administrator's goal will be to provide reliable, attentive, and diligent office and finance administration to the organisation, ensuring systems and processes are followed meticulously.

Office Address - 145b Walton Road, East Molesey KT8 0DU

Times - Monday to Friday 9am - 5pm

Job Type - Full-time

Salary - Up to £30,000 per year

Primary Responsibilities:

- Matching receipt submissions via email with bank transactions within Xero, Revolut and Dext on a weekly basis
- Raising purchase orders for project hardware within Xero and updating Jetbuilt, our cloud project management software and online order list.
- Quarterly VAT entry submissions (via Xero) and monthly PAYE submissions to our accountant
- Onboarding of new employees and due diligence on new and existing employee files
- Working with our accountant to ensure our accounts payable and receivable are always up to date
- Ensuring employee project time submissions and overtime / travel entries are kept updated and submitting this information to our payroll manager on a monthly basis
- Keeping up to date with our 'Equippd+ Subscribers' to ensure renewals are organised
- Answering phones and accepting deliveries when based in the office

Essential Requirements:

- Digitally literate with experience using cloud software (such as Xero)
- Excellent organisational and communication skills

Desired Skills:

- Experience with any of the following digital platforms: Asana, Revolut, Dext, Xero, JetBuilt and all G-Suite tools and apps (otherwise training will be provided).

Some of the perks of being part of Equippd

- Opportunity to develop, grow and learn new skills via company funded training
- Private medical insurance inc. annual cash-back on dental / optical (after passing probation)

We want to find people who believe in our goals and feel inspired enough to grow while they're here to fill the role. We encourage you to apply with your cover letter and CV and show us what you've got.

