

Office Manager/Bookkeeper Job Description

Protak Scientific was founded in 2014 and offers the pharmaceutical and healthcare sectors, a unique, transformative new technology which offers great commercial and operational benefits to our customers.

The Office Manager/Bookkeeper is a new full-time position at Protak. The position is comprised of accounting and administrative support functions. This is the lead accounting role in the organization and works closely with the CEO and other key stakeholders in the organisation. The office manager ensures that all financial transactions are recorded in our ERP application (Sage Line 50 online) and are processed according to the Financial guidelines issued by the Company's Accountants up to trial balance. This position also ensures timely, accurate, processing of payroll and weekly/monthly financial reporting to the CEO. General administrative tasks include office management, including managing paper flow for hiring, front desk management, and any other support tasks as needed.

Full time position based in the Company's headquarters in Redhill, Surrey. Office hours are 08:00 to 17:00 Monday to Friday, with the flexibility for occasional extended hours as required by the business.

Bookkeeping Job Duties/Responsibilities

To lead and maintain a professional accounting system for the business.

1. Process accounts payable and receivable including, enter and verify sales orders, invoices, and purchase orders, raising internal orders etc, ensuring compliance with the financial requirements of the company.
 - a. Process payments, deposits, and post into the accounts system.
 - b. Reconcile bank accounts, customer and supplier accounts daily.
 - c. Set up and maintain financial records in cloud-based file systems.
 - d. Make journal and nominal entries to maintain an exemplary accounting system.
 - e. Manage all bank accounts for the business and make timely payments at the direction and authorisation of the CEO.
 - f. Create and file online, VAT and company forms.
2. Process payroll on Sage Payroll program, to maintain up to date payroll and perform all reporting and NIC details, to ensure all reports, records and data files are kept up to date and to work with the HR administration to ensure payments are accurate.
3. Maintain confidentiality regarding organisation's financial and personnel information at all times.
4. Assist in preparation of support work for the audit.
5. Prepare punctual weekly, monthly, quarterly and annual financial statements for review by external third party.
6. Prepare annual budgets and produce monthly performance against budget reports.

Office Administration

1. Oversees the smooth operations of all Protak office/administrative functions in collaboration and to the satisfaction of the Quality Manager's objectives. Ensure that administration functional processes are in line with QMS requirements at all times.
2. Ensures digital administration accounts such as Box, and Microsoft 365, ZoHo CRM are current. Keeps a current log of log-in credentials. Interfaces and collaborates with contracted IT support personnel. Implements basic IT functions in collaboration with the contracted IT personnel.
3. Takes company-wide responsibility for all business shipping requirements. Although infrequent, international shipping is business critical and the Office Manager will be fully responsible for ensuring local and global shipping is delivered on time.
4. Collaborates with HR and EHS manager to ensure correct records and communications are detailed, recorded and delivered throughout the company at all times.
5. Establish and maintain effective filing systems (both digital and physical).
6. Serve as receptionist when needed and receive guests and deliveries in to and out of the business.
7. Establish and maintain inventory of all office supplies, and a regular method of ordering, distributing and paying for all supplies.
8. Support CEO with all aspects of monthly board meetings; minute taking, preparation, dissemination (digital and hard copy) and follow-up for each Board meeting.
9. Assist CEO in preparation of board reports.
10. Provide hospitality support, including setting up/cleaning up food and beverages for board meetings and visits with external parties.

Knowledge, Skills, and Abilities

1. Proficient understanding of
 - a. Bookkeeping to trial balance
 - b. Current Sage Line 50 experience to trial balance (minimum 2 years)
2. Payroll processing experience (minimum 2 years)
3. Proficient use of:
 - a. Microsoft Office products including Word (including the use of tables), Excel, and Outlook;
 - b. Adobe including converting other types of documents into .pdf, compiling .pdf documents; paginating and searching .pdf documents.
 - c. Cloud-based computing solutions (Microsoft Office 365, Sage and ZoHo).
 - d. Effective, fluent and clear communications skills (orally and written) in English.
4. Strong organisational skills.
5. Ability to work effectively in a fast-paced environment with changing priorities, while maintaining professionalism and strong rapport with Protak team members.
6. Consistently maintains a professional demeanour, appearance, and work environment.



PROTAK SCIENTIFIC

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Education and Experience Required:

1. Suitable and demonstrable accounting experience.
2. Two to five years of progressive experience and responsibility in a bookkeeping and administration position.
3. Demonstrable office management experience.

Preferred:

1. A bachelor's degree in a business field
2. Accounting qualification
3. Scientific or Pharmaceutical background

Supervisory Responsibility

This position will include supervision of the product packing and logistics administrator and when the business demands, an increasing number of general office administrators.

Work Environment

Work is regularly performed in an office environment and is regularly exposed to office noise.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee is frequently required to sit and stand; walk; use hands to type, finger, handle or feel; and reach with hands and arms. Occasional box packing, and lifting will be required.

Position Type/Expected Hours of Work

This is a full-time permanent position. Standard days and hours of work are Monday to Friday, usual weekday hours 08:00 to 17:00. The position requires the ability to occasionally work during nonstandard hours to support the needs of the business.

Travel

No travel is expected for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.