Nub Sound Ltd
17 Clare Place
Coxside
Plymouth
PL4 0JW
t: 01752 255456
e: info@nubsound.com
w: www.nubsound.com

Office and Financial Administrator Role Profile

Salary:	In the range of £22-24k PA FTE
Hours:	From 0.6 to 1.0 FTE
Application Deadline:	Wednesday 1st February 6pm
Interviews:	W/B 6th February

Join our dynamic and creative team at Nub Sound as we push the boundaries of innovation in the Audio Visual Industry. As a small but growing business, we offer a friendly and collaborative environment where every team member's voice is heard and valued. With exciting projects on the horizon and the opportunity to have a real impact on our company's success, this is the perfect role for someone looking to make their mark in the creative industries.

The Office and Financial Administrator will play a crucial role in providing administrative and financial support to our small team working in the Audio Visual and live events industry. They will be responsible for a wide range of tasks, including:

- Answering incoming enquiries, dealing with correspondence, complaints, and queries
- Fielding calls from clients and suppliers, and providing information as required
- Liaising with clients, venues, agencies, and suppliers
- Managing company documentation such as Risk Assessments and Policy documentation
- Categorizing and coding purchase invoices, receiving and processing all purchase invoices
- Working with the bookkeeper to ensure that all purchases have suitable invoices provided in a timely fashion
- Making purchases on company accounts as directed by management staff
- Generating and coding sales invoices
- Processing and documenting timesheets for all staff and providing monthly timesheet information to the payroll provider
- Overseeing payroll administration
- Managing and organizing a busy workload with daily, weekly, and monthly tasks completed efficiently and on time
- Managing business premises services such as utility and waste contracts
- Organizing and coordinating courier deliveries
- Supporting colleagues in day-to-day operations and project coordination/management
- Developing, implementing, and maintaining procedures and office administrative systems
- Assisting with the production of reports, company brochures and similar documents
- Assisting project managers in ensuring adequate staff levels to cover all opportunities
- Representing and supporting the company to visitors at the premises
- Helping to organize market research
- Supervising goods in and allocation of resources to opportunities
- Receiving deliveries and ensuring correct allocation against projects
- Helping to maintain security, safety, and housekeeping on the business premises
- Liaising with colleagues to ensure that all current projects are correctly documented and tracked

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- Being aware of your and other people's health and safety, including spotting and reporting hazards, incidents, and near misses
- Any other reasonable requests in line with business activity as required by any director
- Assisting directors to meet their statutory duties.

The administrator will be a vital member of the team, ensuring that the company runs smoothly, and clients are kept happy. They will be well-organized, proactive, and able to multitask effectively.

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