



Gillett Morrissey Ltd is a well established construction/fit-out company based in Chelmsford

We specialize in delivering prestigious commercial projects for clients and speculative new developments with a real passion for quality and client satisfaction.

We are seeking applications for an **Accounts/Office Manager** who has great attention to detail and is highly organised

- Salary - negotiable
- Monday to Friday 40 Hours per week.
- 26 days annual leave including Bank Holiday

Manage daily running of all aspects of the office.

Sage online 50 experience vital – input subbie invoices, CIS, supplier invoices, linked to job costing, Sage Reporting & Management Reports.

Computer literacy essential.

Processing of post from email and paper post, scan on to internal system.

Sending out post and recording.

Remittance advice notes on Sage to be sent to suppliers/subbies once paid.

Produce sales invoices on Sage and post for works completed and email to clients.

Weekly cashflow sheets, payment lists and bank reconciliations.

Processing of Supplier & Sub-contract payments on Sage and issuing of remittance advices.

Assisting GM accountants with Sage information to support end of year accounts.

VAT calculations and processing Quarterly returns.

Invoice queries, purchasing and sales ledger.



Liasing with GM clients for purchase order issue.

Credit control, ie. obtaining payment dates for GM invoices.

Organising files and folders in GM Dropbox files and updating excel spreadsheets

Telephone calls and recording of phone calls.

Processing paperwork from GM site staff, vehicle check sheets, delivery tickets etc.

CIS and PAYE completion and payment.

Assisting with GM accreditations throughout the year and dealing with Audit process for accreditations (with assistance from Directors & Surveyor) current accreditations are:

Safecontractor
ISO9001 – Quality process
ISO14001 – Environmental process

Supporting tender submissions where required.

Organising and running holiday rotas, absence and work diaries in outlook.

Setting up dates for maintenance visits on sites where maintenance contracts in place.

Stationary ordering and support for material orders for site.

Completing new enquiry sheets for tenders etc.

General office duties and support to two working directors/owners.

Manage own workload, self motivate and work individually and as part of a small expanding team.

Provide excellent customer service and communications with clients.

Please send your current CV to info@gillettmorrissey.co.uk and we will review, if suitable we will send out our vacancy application form for your completion prior to any interview arrangements are made.

Please note we are an Equal Opportunities Employer.



GILLETT MORRISSEY