

# GLASGOWS

## Office / Finance Administrator

Permanent full-time position

Glasgows, Unit 5, Centurion Court, Farington, Leyland, Lancashire, PR25 3UQ

[www.glasgows.co.uk](http://www.glasgows.co.uk)

We're looking for an exceptional and experienced Office / Finance Administrator to join our talented team, supporting us in delivering our impressive and increasing portfolio of work including live events, film and digital projects and services.

### Who are you?

You will have great written and verbal communication skills and be able to liaise confidently with clients, suppliers and colleagues. You will also have strong organisational skills, your attention to detail will be excellent and you will be able to work independently and meet tight deadlines.

You should also be competent with Word and Excel.

### Who are we?

Glasgows is a leading events, film and digital agency with complimentary in-house services including event management, production, creative, web development and much more. We've built a solid reputation over 35 years as being a number one choice for our range of high-profile clients, delivering exciting solutions where "everything is possible"!

**everything** is possible

## The role

Your role will comprise a wide variety of tasks supporting all sections of the business. It will include supporting the Finance Director in processing purchase and sales invoices, supporting Directors with business correspondence, undertaking general office duties such as arranging couriers, keeping stock of and ordering office supplies and supporting all departments with administrative duties.

You will thrive under pressure, relish a fast-paced environment and take interest in varied work.

Attention to detail is key to this role and you will be responsible for ensuring accurate work to tight deadlines.

## What we're offering

The position carries an excellent package, expected to be in the region of £20k to £22k (pro rata) depending on experience, plus benefits including:

- Contributory pension scheme
- 25 days holiday, plus birthday day off
- Life insurance
- Non-contractual profit-related bonus scheme
- Staff social events
- Flexible working

## Interested?

If you possess these skills and would enjoy working in a friendly environment as part of a hard-working team, then we want to hear from you.

Please email your CV, including details pertaining to the skills/experience requirements above, along with the names of two referees from your present/previous employment to [g@glasgows.co.uk](mailto:g@glasgows.co.uk).

All applications will be treated with confidentiality.

*Glasgows is an equal opportunities employer and welcomes all applications.*