

****JOB**** A luxury Bookmakers are seeking an Office Manager. Based in Kensington and paying up to £26,000 dependent on experience.

Job Title: Office Manager

Location: Kensington

Salary: £26,000

Job Role:

MEMBERSHIP SECRETARY AND OFFICE MANAGER

Membership

- Applications processing - ensuring compliance with best practice
- Gifting – ideas, sourcing, packaging and distribution
- Christmas and client birthdays
- Events – assist with Spoof Event in November

Office management

- Purchasing – office equipment, printing & stationery, postage, couriers & staff catering
- Maintenance and repairs –
- liaison with head lease holders
- manage cleaning contract and security contracts
- Reception

Finance

- Monthly and fortnightly statement runs – email and post
- Purchase ledger – invoice posting, cash posting, mid and month end payments
- Daily banking – client receipts, downloading client payments
- Expenses claims – cash and credit card
- Petty cash
- Debt collection – weekly telephone calls and texts when one month & six weeks overdue
- Analysis schedules – accruals & prepayments

- Checking finance charges