

Job Profile – Finance and Admin Manager

<u>Role Requirements</u> (Financial Management)	Oversee and manage financial planning, budgeting, forecasting, and reporting for the Architecture Department.
	Prepare and analyse financial statements, reports, and performance metrics to provide actionable insights to senior management
	Responsible in General Payroll management to ensure timely and accurate data entry of information including employee details, timesheets, and attendance records, to maintain precise payroll records.
	Monitor and control cash flow, accounts payable, accounts receivable, and general ledger to ensure financial integrity and operational efficiency
	Finance Monthly Closing. This includes recording adjustments for prepayments, accruals, depreciations etc
	Ensure compliance with financial regulations, company policies, and accounting standards.
	Annual financial audits preparation and liaise with external auditors as required
	Liaison with local authorities for statutory compliance, statutory auditors including timely finalisation & filing of statutory returns.
	Ensure timesheets are compiled and reviewed on weekly basis, calculating and verifying employee salaries, benefits, and deductions in accordance with company policies, employment contracts, and legal regulations.
	Develop and maintain cost management processes, ensuring projects remain within budget.
<u>Role Responsibilities</u> (Administrative Management)	Provide financial support and guidance for project management teams, including cost tracking and reporting.
	Overall responsibility for the smooth running of the office, provide PA support to the Directors and delegated responsibility from the Business Manager.
	General office management including managing of office supplies, office welfare facilities – kitchen, consumables, WC's, etc., organizing and attending meetings, and ensuring the Directors are well-prepared for meetings, events, and client interactions.
	General office duties including dealing with incoming and outgoing post and faxes, scanning documents, holding main responsibility for switchboard, screening telephone calls, enquiries and requests, messaging, filing, liaising with clients including arranging marketing meetings, welcoming and looking after visitors, checking and managing director(s) e-mail accounts and diary management and arranging appointments, travel arrangements – domestic and international.
	Managing office budget, petty cash

	Facilities Management including control of budgets and troubleshooting over-expenditure
	Audit and administration of holiday entitlements, expenses and timesheet procedures for architecture staff
	Taking delegates responsibility for arranging company mailshots, hospitality and co-ordination of corporate events, Christmas gifts etc
	Implement and streamline administrative processes to enhance efficiency and productivity.
	Develop and maintain filing systems, ensuring all documents and records are organized and accessible.
	HR supporting role as required
	Provide financial oversight on architectural projects, including invoicing, procurement, and contract management.
	Support project managers by tracking budgets, forecasting costs, and ensuring financial objectives are met.
	Assist with the preparation of project proposals, contracts, and negotiations from a financial perspective.
	Ensure timely invoicing and follow-up on payments for client projects.

ROLE REQUIREMENTS

- Bachelor's degree in Accounting / Finance or related field
- 8 + years proven working experience in the accounting and finance.
- Strong experience in project accounting and office administration
- Excellent report-writing and English communication skills.
- Highly organized individual with strong attention to detail
- Solid proficiency in Microsoft Office applications particularly Excel.
- Self-starter demonstrating commitment, a strong work ethic and a "can do" attitude.
- Ability to work independently and as part of a team.
- Analytical thinker with strong conceptual and problem-solving skills.
- Ability to liaise with relevant stakeholders and authorities in Manila.

Ready to join a dynamic and growing team with real opportunities for career advancement?
Apply now and be part of ARC:MC

Please send relevant documentation to opportunities@arcmc.co.uk