

For over 10 years, Oxford Global Conferences has produced cutting edge events and congresses for the Life Sciences Industry, annually bringing together over 3,000 industry leaders and solution providers at a senior level, creating the opportunity to partner, network and knowledge share.



Job Specification: Admin & Accounts Assistant

We are looking for a full-time Admin & Accounts Assistant to work in our Oxford office, based just outside of Oxford City Centre.

You will report to the Finance Manager and help support core accounts functions. This is a varied and interesting role, and the role will develop as experience grows within the company.

Responsibilities include:

- Data input
- Invoicing and sales ledger
- Purchase ledger
- Assist with the bank reconciliation
- Assist with management accounts preparation
- Assist with budget preparation
- Assist with payroll & commission claims
- Posting credit card transactions & reconciliation
- Managing petty cash
- Some credit control review and chasing outstanding payments
- Staff expenses
- Filing and maintaining accounting records
- Other ad hoc duties

We are looking for someone with:

- Excellent communication and interpersonal skills
- Self-starter, proactive, logical and great attention to detail
- Good Excel skills
- Organised and enthusiastic

Benefits of this role:

You will receive a basic salary from £18,000-20,000 PA.

To the right candidate we provide excellent remuneration, training, benefits and long-term career plan. Additional benefits include - gym membership, pension scheme, and regular social events.

What our staff say:

"I joined Oxford Global as a Marketing Executive, and then progressed into an Event Manager which led to my current position as Head of Business Operations. Oxford Global has given me the opportunity to discover new skills and use them to create my own career path in the events industry." – Lydia, Head of Business Operations

Interested in joining the team? Email your CV and cover letter to
[**careers@oxfordglobal.co.uk**](mailto:careers@oxfordglobal.co.uk)

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