



Electrical Services Ltd

12 Tallon Road, Hutton, Essex CM13 1TF

Office: 01277 287899

Office & Accounts Manager's Assistant

Industry: Electrical Contracting

Location: Office-based, Hutton

Hours: 21 hours per week (approximately 2.5–3 days), negotiable

Contract: Permanent, Part-Time

Salary: Pro rata, negotiable depending on experience

We are a small, well-established Electrical Contracting business looking to appoint a reliable and experienced Office & Accounts Manager's Assistant to support the day-to-day running of the office, accounts, and administration functions.

This role is ideal for someone seeking a professional part-time position, including candidates returning to work or those looking for a long-term, flexible role within a supportive team environment.

Full training, handover, and ongoing support will be provided to ensure a smooth transition into the role.

The role

Reporting to and supporting the Office & Accounts Manager, you will be responsible for assisting with the smooth operation of office, accounts, and administrative processes, including:

- Supporting the management of client accounts and ongoing customer relationships
- Handling enquiries, quotations, invoicing, and general account administration
- Liaising with engineers, site managers, and suppliers as required
- Maintaining accurate and up-to-date records across company systems
- Assisting with general office management duties to ensure efficient daily operations

Key responsibilities

Your responsibilities will include, but are not limited to:

- Sales Ledger duties, including invoicing, credit control, and account reconciliation
- Purchase Ledger processing, including supplier invoices and payments
- Using Sage, alongside a bespoke accounts package

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- Supporting HR administration, including employee records and general HR processes
- Assisting with payroll preparation and processing
- Supporting Health & Safety administration, including record-keeping and compliance documentation
- Ensuring all administrative tasks are completed accurately and in a timely manner

Clear processes and guidance will be provided to support consistency and accuracy.

About you

You will ideally:

- Have experience in an accounts, office administration, or office management support role
- Be confident using Excel and other office systems
- Be highly organised, reliable, and able to work independently
- Communicate clearly and maintain well-documented records
- Be flexible, proactive, and willing to support a variety of office functions

Knowledge of the electrical contracting or construction industry would be an advantage, but is not essential for the right candidate.

Working pattern

- Part-time hours (approximately 2.5–3 days per week)
- Some flexibility on working days and hours, subject to business needs

Application

We welcome applications from candidates seeking a part-time office-based role within an established and growing electrical contracting business.

If you are organised, reliable, and interested in supporting the smooth running of an office environment, we would be pleased to hear from you.

Please send your CV to Julie@kfh.me.uk

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