



**Profile for the position of  
'Office Administrator / Office Manager'  
with Sheltons Accountants – Victoria SW1 London**

Looking for a refreshing change? We at Sheltons are seeking an Office Administrator / Office Manager for our new office in London SW1.

You will be working with a small team in modern offices, in a very international environment.

We at Sheltons Accountants and Business Advisers (Sheltons Group) work exclusively with internationally operating businesses

Sheltons Group is a well-established 25-year old firm with offices in Sydney, Copenhagen, Malta and now London

You be part of a stimulating environment and would work closely with a great team of wonderful colleagues from Sheltons' offices in Sydney, Copenhagen and Malta.

■ **Position**

- Office Administrator / Office Manager

■ **When and where**

- Commencement – ASAP and no later than 1 December 2017
- 105 Victoria Street, SW1E 6QT, London (close to London Victoria and St James's Park Stations)

■ **Salary**

- Up to GBP 34,000 (gross)

■ **About us – and see [www.SheltonsGroup.com](http://www.SheltonsGroup.com)**

- Sheltons Accountants UK works exclusively with foreign businesses coming into the UK
- We will soon commence assisting UK-based businesses investing abroad
- All clients are thus internationally operating
- We cover a wide range of areas for our niche target group
- Sheltons Accountants UK is part of Sheltons Group, with offices in Sydney, Copenhagen (since 1995), Malta and now London

- Sheltons is an accounting and business advisory firm but is very strong in the area of international tax consulting; we also run courses around the world on international tax for tax advisers and in-house tax staff of MNCs
- Sheltons UK is located in completely renovated, comfortable offices in the SW1 area – see maps below

## ■ You & your qualifications

The following are essential.

- At least 10 years living in the UK
- At least five years employed in an office environment in the UK
- Excellent English (see below under 'Language')
- Energetic, social, team-minded, outgoing, service minded
- Good IT skills (especially Windows and Microsoft Word, Excel and Outlook)
- Professional; presentable; well spoken; clear and confident telephone skills
- Excellent interpersonal and communication skills.

It would be an advantage if you

- Have worked for an accounting or law firm in the UK
- Have knowledge of another major language
- Have lived abroad

## ■ Language

Your English language skills need to be at the native level - and preferably above the average level of a native English speaker, both spoken and written.

## ■ The role

Being a small team your role would initially include a very wide range of tasks. As we grow, you would have the opportunity to develop in a more focused area or areas. You will receive considerable training on our systems and procedures from colleagues, initially at our office in Copenhagen.

Your duties would include the following (in no special order):

- Assisting with all practical aspects of the training courses, including marketing
- Occasional special projects - such as having marketing material printed, assisting with recruiting staff, assisting with accommodation and other practicalities for staff visiting from our overseas offices, etc
- IT liaison, including working with external IT consultants
- Updating our two websites
- Developing and managing our social media marketing (working with external specialists)
- Liaising with suppliers such as the landlord, printers, graphics and web designers
- Telephone answering and management (very minor)
- Document management and assisting with the documentation of procedures
- Filing documents with Companies House and liaising with HMRC
- Assistance with payroll administration for clients
- Assisting the director (Ned Shelton) with his calendar and some limited PA duties
- Assistance with flight bookings, hotel arrangements, etc.
- Arranging meetings and receiving meeting guests
- Various similar duties and ad hoc tasks.

## ■ What we offer

The position would suit someone interested in variety, learning & developing - and working in an international environment.

- A very comfortable working environment in new central London offices (see maps below)
- A pleasant office culture and atmosphere
- An exciting position with a dynamic, professional and internationally oriented firm
- An opportunity to develop your existing skills and obtain new skills
- A very international environment
- Substantial interaction with colleagues abroad and with international clients

## Applications and contact

Please submit your applications ASAP and no later than 15 November (but note that we may well offer the position in the meantime). Detailed CVs and are very welcome; we also like to hear about your interests and hobbies and your non-work achievements. Please include a covering letter explaining why you are interested in the role and why you satisfy the essential qualifications.

Contact: Mr Ned Shelton at [N.Shelton@SheltonsGroup.com](mailto:N.Shelton@SheltonsGroup.com)



