



Profile for the position of 'Social Media Manager / Office Manager / EA' with Sheltons Accountants – Victoria SW1 London

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

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

We at Sheltons Accountants & 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 our new office in 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 and soon New York.

■ **Position**

- Social Media Manager / Office Manager / EA

■ **When and where**

- Commencement – ASAP and no later than 15 March 2019
- 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**

- Sheltons Accountants UK works exclusively with foreign businesses coming into the UK
- We will soon commence assisting UK-based businesses investing abroad and exporting
- 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 – and soon New York (Manhattan)

- 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.

- Indefinite right to work in the UK
- At least five years living in the UK
- At least three 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 social media, 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, or
- 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

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, including work with external specialists
- SEO work
- Developing and managing our social media marketing, including working with external specialists
- Assisting with the set-up of new offices, first New York (later Berlin, Amsterdam and others)
- 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 administrative tasks for clients and possibly payroll administration for clients
- Assisting the director (Ned Shelton) with his calendar and some limited EA duties
- Assistance with flight bookings, hotel arrangements, etc.
- Arranging meetings and receiving meeting guests
- HR matters, including recruiting, training, and managing BreatheHR
- Data base work
- Various similar duties and ad hoc tasks.

In due course the role can be weighted so the focus can be on areas of interest.

■ **You will report to ...**

Initially you will report to Ned Shelton (Managing Partner of Sheltons) but later mainly to Andrew Woods. See <https://www.sheltonsgroup.com/our-team/>.

■ **What we offer – and see 'Appendix – what we offer' for details**

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

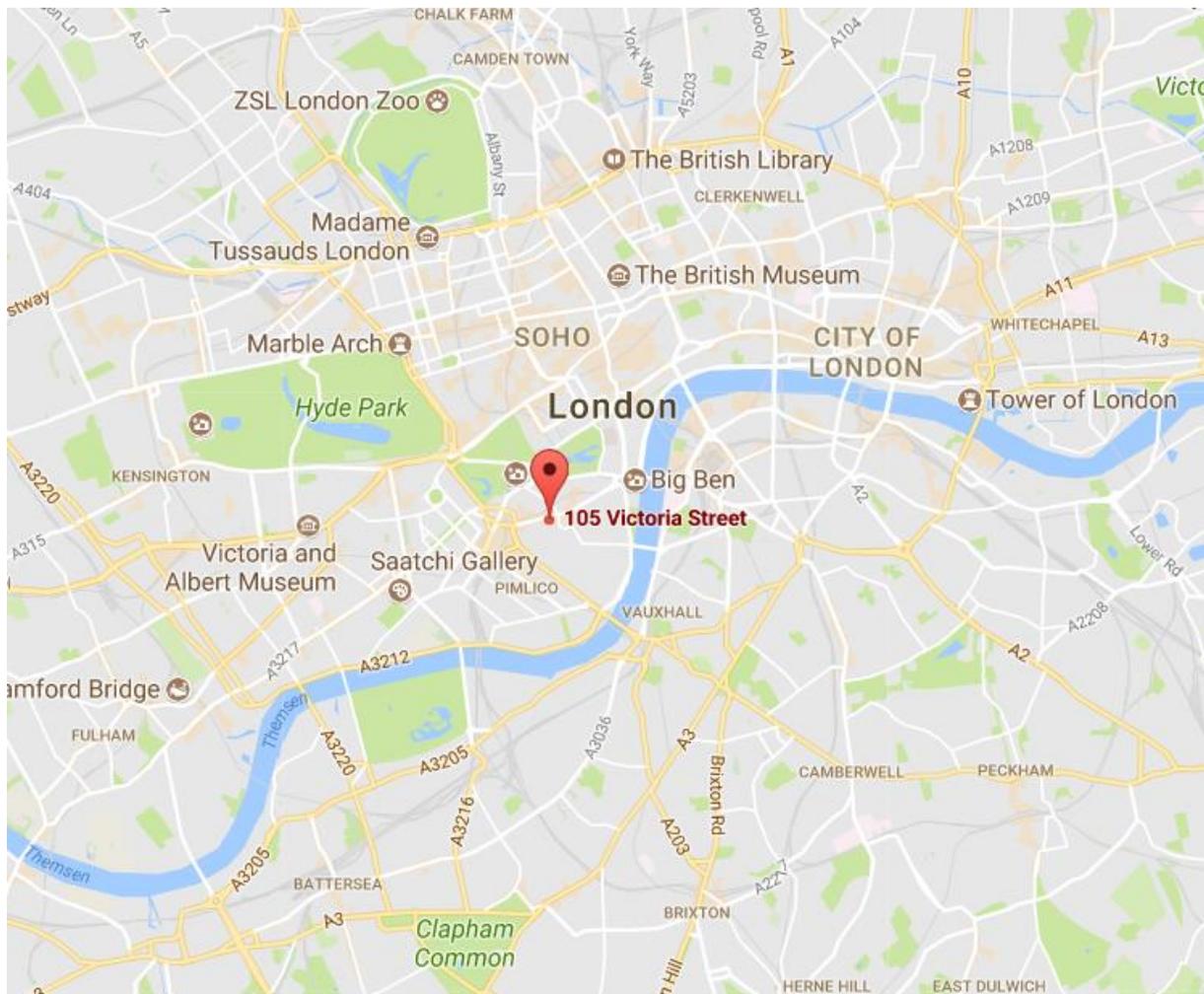
- A very comfortable working environment in new central London offices (see maps below)
- A pleasant office culture and atmosphere
- An exciting position with a dynamic, professional and internationally oriented firm
- An opportunity to develop your existing skills and obtain new skills
- A very international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

Applications and contact

Please submit your applications ASAP and no later than 15 February 2019 (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

See next pages



See next pages

- Accountants & Business Advisers
- Local & International Tax Advisers
- International Tax Training (Sheltons-SITTI)
- Relocation of expats

What we offer **the candidate for the position of** **'Social Media Manager / Office Manager / EA'** **at Sheltons Accountants** **(London, United Kingdom)**

- Interaction with people and businesses from many countries
 - Sheltons Accountants UK work exclusively with foreign businesses
 - These are SMEs (and sometimes larger) from many countries, in particular from Australia, North America (especially the US) and Western Europe, investing in the UK
 - All our clients plan to do or are already doing business in or with the United Kingdom and range from those with substantial operating subsidiaries in the UK to those merely exporting or with just a single employee in the UK
 - Our clients operate in a wide range of business sectors
 - You will also liaise with existing colleagues in various countries – and be involved in setting up offices in other countries

- Variety of work – and choices
 - To begin with, you will be exposed to a substantial variety of work
 - You will interact with colleagues, suppliers and others based in several countries
 - In the medium-term future we will need an additional person in this role: you will be able to influence whether that person is junior to you and you supervise that person, or whether that person will be on your level and you pass over selected areas of responsibility to that person

- Clear opportunities for rapid advancement
 - Sheltons is a growing firm, with new clients and enquiries coming in every day
 - We plan to open offices in several larger countries in the near future
 - You would have the opportunity to grow rapidly with the firm
 - You would have the opportunity of working in one of our offices abroad

- An opportunity to significantly develop – and to develop many skills
 - You would not only be able to cultivate your current skills but we would assist you in developing new skills
 - We would actively assist in your development – with your work management, managerial skills, IT skills, etc
 - We are always very keen to assist our colleagues with external training

- A very international environment including some international travel
 - You would regularly work with your colleagues in our other offices
 - With offices in Sydney, Copenhagen and Malta, and new offices to come, there is the opportunity in due course to work at these offices for periods of time
 - We expect to open at least 3-4 new offices in other countries in the next 2-3 years

- Not only does the local office work as a team but the group works as a team and people from one office assist other offices in other countries.

- An influential position in a friendly team

- Sheltons is a small but growing firm with a very professional but friendly working environment
- As you develop we would expect you to have a growing influence on managerial aspects of the office
- You would join a well-functioning and pleasant team of colleagues - and you would be expected to make every effort to maintain that status

- A work location in modern offices in a central location (SW1)

- Central. Our London office is located in SW1, in central London – next to St James Park, Buckingham Palace and Westminster, as well as a close walk to Victoria Station with access to over ground train services.
- Modern. The London offices are newly established (in 2017); and have modern facilities.
- Comfortable. We offer a very comfortable and ergonomically thoughtful working environment.
- Lunch. Each Friday Sheltons cover lunch for all employees, the idea being to eat together outside the office.