

About the role

- We are looking to recruit an Accounts Subcontractor Admin to join our friendly Accounts team at Higgins Group Services based in Loughton, Essex.
- This will be a fantastic opportunity for individuals from a construction background with subcontractor experience who has experience with accounting software.
- The purpose of this role is to provide a support function to the Group Services Finance Department.
- The main duties of this role will include performing daily and monthly bank reconciliation for all Companies and banking all cheques received by the Company on a timely basis and recording on 'CyberQube'. Additionally, scanning and linking bank reconciliation to 'CyberQube' and the company-based document management system.
- The individual will be a friendly member of the team who will be dealing with internal and external telephone chasers (Sub-contractors and Surveyors).
- A vital part of this role includes processing movement certificates from payment authorisations sent from Surveyors/Buyer. Resolving any issue that may arise within the process. As well as producing a payment listing report to be approved by Managing surveyors and Directors. Additionally, complete payment runs according to payment authority from directors, producing cheques, certificates, and remittance advices, as well as distributing such on a timely basis.
- The role will also include maintaining the subcontractor's database and ensure that all information is valid and up to date, including CIS documents and insurance records. As well as chasing for information when expiry dates have been reached.
- The individual will be working 37.5 hours a week (7.5 hours per day with 1 hour lunch break) Monday to Friday.

Other aspects of the role and tasks include:

- Printing CIS statements for all Higgins companies
- Dealing with queries from subcontractors and surveyors
- Processing of Vodafone and o2 phone bills
- Analyse bills to cancel contracts that have finished
- Maintain spreadsheet for duplicate payment and pro-forma invoices
- Analysing and approving nominal invoices, and filing nominal invoices
- Holiday cover for accounts admin support job role
- Other ad hoc duties as required

About you

- We are looking for an individual who has great efficiency in building relationships.
- Upon a successful application, we will ensure you are equipped for success with the company. We will also be happy to discuss your future training and development needs to support your future career and aspirations.

To succeed in this role, you will bring with you the following skill set:

- Computer literacy
- Good communication and interpersonal skills
- Good knowledge of excel, word, and email programmes.
- Ability to work under pressure and prioritise to deadlines.

What we can offer you:

- 26 days holidays plus bank holidays and additional days for long service
- Contributory pension scheme
- Life assurance
- Private medical
- Access to discounts, savings, and benefits
- Cycle to Work Scheme
- 'Dress down' Fridays

About Higgins

- We are a high-profile family-owned Essex based developer, operating in London and the Home Counties – a market leader in urban regeneration, residential, social housing, and education.
- We are proud of the steps we have taken to make Higgins Group an equal, diverse, and inclusive workplace, and we believe our employees are important in helping our initiatives go further. With the ED&I network we have set up we trust that we can make a great impact on how we work, how we can continue to improve our policies, and how we can keep sculpting Higgins initiatives.
- We are committed to the health, safety, and wellbeing of all our employees which is why we are devoted to advocating initiatives such as mental health campaigns and mental health first aid programmes.
- We believe in supporting our employees through celebrating events such as Pride Month and Black History Month; as well as schemes such as our Higgins Rewards portal, Value Awards, Management Trainee Programme, and various training opportunities we have in place.
- We are constantly making active efforts to make sure we have the right principles in place and are proud to say that we have achieved **We Invest in People silver accreditation**.
- We have formed strong partnerships with charities and organisations who align with our core values, harnessing specialist skills and talent to achieve our mutual objectives. A list of our memberships and partnerships can be

found on a website here <https://www.higgins-group.co.uk/about/working-with-us/memberships-and-partnerships/>.

We are an equal opportunity employer.