JOB VACANCY: OFFICE ADMINISTRATOR

We are now recruiting for an Office Administrator to join our Finance and Accounts department based at our Head Office in Liverpool. The role reports directly to the Accounts Office Manager who is accountable to the Financial Controller.

The Finance & Accounts Department provides efficient and cost-effective support across the company. Roles are varied and whilst the post holder will have designated core responsibilities, office staff need to be skilled in a number of disciplines with the flexibility to assist colleagues and cope with a wide range of matters. This involves working collaboratively with a number of stakeholders and may involve working beyond normal contracted hours to ensure relevant targets are met and the needs of the role and the business are fulfilled.

LOCATION: Liverpool

WORKING HOURS: 37.5 hours per week, 09:00 - 17:00, Monday to Friday.

HOURLY RATE: £11.00 - £13.00, depending on experience.

CONTRACT TYPE: Permanent

KEY RESPONSIBILITIES:

- Day to day processing of supplier invoices from receipt, through to input, purchase order matching, and final payment, with close attention to detail and the highest standards of accuracy at all times.
- Reconciling supplier statements, following up on differences and omissions.
- Dealing with and resolving invoice queries and supplier complaints, highlighting any anomalies or concerns to the Office Manager.
- Involvement in all aspects of payments, including the handling of supplier requests, checking that invoices are eligible/due, ensuring the accuracy of bank details and payment amounts, and managing the relevant paperwork.
- Raising sales invoices as required, either on instruction or as part of accepted routines.
- Supporting all aspects of the Finance & Accounts department which will include answering the phone, monitoring the accounts email, and general office support.
- Organising and sorting invoice documentation ahead of, and after, payment runs.
- Assist the wider Finance team as necessary, providing documents, information and reports on a routine or ad-hoc basis.
- Assist with the management of the client database as and when required.
- Holiday/sickness cover for other office administrator(s) including scanning, archiving, filing, sorting and distributing post, and ad-hoc errands (e.g. Post Office, bank etc.) that may be required.
- Building relationships with internal and external clients and customers; being courteous to all stakeholders and service users and responding promptly to enquiries.

GENERAL RESPONSIBILITIES - APPLICABLE TO ALL DISCIPLINES

- Meeting appropriate targets and deadlines as defined by the Office Manager or Financial Controller, producing reports as and when required.

- Carrying out duties for businesses and stakeholders associated with the S. Norton group of companies as directed by the Office Manager or Financial Controller.
- Carrying out any additional duties that may be reasonably requested from time to time.
- Complying with Company policies and procedures as defined in the Staff Handbook and the post holder's terms of employment.

KEY COMPETENCIES

- Excellent organisational and time management skills.
- Capacity to prioritise tasks and work under pressure.
- Good problem-solving skills and attention to detail.
- Ability to develop good working relationships with colleagues, suppliers, customers, and other business contacts.
- Professional approach to work.
- Ability to work flexibly, adapt to changing demands and workloads.
- Clear effective communicator; in person, in writing and on the telephone.

ESSENTIAL SKILLS

- GCSE in English and Maths (preferably grades A to C / 7 to 4) with good literacy and numeracy.
- Good IT skills with the ability to use a range of packages.
- Self-motivated with a can-do attitude.
- A commitment to up-skill as required to meet the changing needs of the business.

DESIRABLE SKILLS

- Full, clean driving licence.

APPLICATIONS:

Please either complete an application form or email your CV and covering letter to:
recruitment@s-norton.com

Alternatively, please post your covering letter and CV to:
HR Department, S Norton, Bankfield House, Regent Road, Liverpool L20 8RQ

POSTED: AUGUST 2026.

NO AGENCIES PLEASE.