

Finance Administrator

Full-time, Permanent, office based
£23K-£25K depending on experience

The Role in Brief

In the last 12 months Arbtech has grown considerably in revenue and head count. In response, already in 2023, we've bolstered the head office team with another four people and recruited another round of super keen consultants.

A Finance Administrator is required in our head office, based on the outskirts of Chester.

To be suitable for the role, you should have a background in finance administration and have good IT skills, including Microsoft Office Word, Excel and Outlook. You will possess strong time management skills and the ability to manage deadlines in a fast-paced environment.

Main Duties

- Processing invoices
- Handle payments and sensitive information
- Handle incoming and outgoing telephone calls in a professional and courteous manner
- Accounts and payroll administration
- Ability to work in a very fast-paced environment
- Be able to multi-task, and manage your own workload, where priorities may change daily
- Work effectively as part of a team and to provide support to the wider team during busy periods
- To develop and maintain strong relationships with other internal departments
- Any other administrative duties as required

I've applied! What happens next?

Set out below, there are three selection stages in Arbtech's recruitment process. Before you roll your eyes, this is actually a very, very good thing for both of us. The primary thing we're looking for beyond meeting the minimum criteria to do the job, is strong cultural fit. This is so that when we bring you into the business, we're both confident that you'll be happy here for a very long time, and we can continue to match opportunities with your career aspirations.

Stage 1 – CV & covering letter (by email)

You can keep your CV fairly brief – one side of A4 is plenty. However, your covering letter is something we're very interested in. It should tell us about you. There's no strict format, but the following topics are a great start: what you're about both in and out of work; what lights your fire; what you don't like doing; what your long-term ambitions are and how Arbtech aligns with that; and what you think are your strengths and weaknesses. It can be informal or formal. The important thing is to make it interesting! Interesting cover letters are really useful as we can use them to signpost conversations in the next stage.

Stage 2 – Technical competence interview (in person)

This is normally an informal chat with a technical person at/above your grade. Here we explore what you said in your covering letter and the type of work you've done before. It's also a brilliant opportunity for you to ask questions of someone at Arbtech who has literally been there and done it (and is still doing it)! Write a list of questions and make sure you ask them all. It's just for us to see where you're at, identify CPD/training needs, and assure us both that the post you're applying for is appropriate for your level of experience and skills.

Stage 3 – Cultural fit interview (in person/video call)

This is a semi-structured discussion about you and Arbtech. It's also a very good opportunity to ask anything you like (anything means anything) and get straightforward answers from our CEO, Rob. The goal here is not to talk to each other like candidate and interviewer, but as two people trying to see if they get on well, are on the same wavelength, and have aligned goals so that we can move in the same direction for many years to come. We're looking to find out what makes you happy and motivated, what you want in the very long-term and how you see yourself getting there. We also talk about the kind of person that thrives at Arbtech and the qualities we're looking for in candidates, who will eventually become colleagues and friends.

And that's it. Hopefully, it's "welcome to Arbtech" in the comfort of knowing that we are about to embark on a long and happy journey!

Perks? Just a few.

At Arbtech, the perks are *REAL*.

We don't mean a branded thermos flask and a few treats in a mini hamper on your first day. We don't mean a ticket to attend some event the boss fancies going to, or a few drinks occasionally. We don't mean an annual conference ticket. And we *definitely* don't mean playing mini golf.

What we mean, is this:

1. A culture document that clearly sets out expectations for everyone in the business, so you know that you're always aligned with the direction we're headed.
2. A unique review process that focuses on your contributions to culture and team success.
3. An annual survey of all employees for things like job satisfaction, singing the praises of other colleagues, highlighting friction points and suggesting solutions – with responses replied to individually and publicly by the CEO.
4. Structured, objective remuneration and seniority progression that are completely disconnected, so you can pursue either, or both—meaning we always have a track to suit you.
5. Market leading salaries.
6. Very generous overtime rates for diurnal and seasonal/nocturnal work.
7. A relatively flat management structure where thoughtful disagreement is strongly encouraged and seniority is allocated in a matrix style, which we call "Domains".
8. A dedicated head of employee development, onboarding co-ordinator, four-person mental health first-aid team, and access to senior management 24/7 for anything you want help with.
9. A real sense of team.
10. A huge amount of autonomy over your day and week.
11. No time sheets. Ever!
12. Tons of opportunity to get involved in other aspects of the business (and even other business, under common ownership), at your discretion.
13. The most comprehensive medical insurance that we can find, including full cancer care, outpatient cover and dental.
14. Service awards that top up your company pension contribution by 5% and 10% on your five- and ten-year anniversary with Arbtech*.
15. Christmas bonus of £100 for every year worked at Arbtech. Quite a few of our guys have been here for over a decade. A grand+ in your final pay check of the year doesn't sound too bad, right?
16. FORTY days paid holiday*.
17. £500 cash bonus when you take maternity/paternity leave*.

18. A peer-to-peer cash and gifts bonus scheme administered by employees not management. You can literally gift anyone in the business any item from their “wish list” (which is a handful items that range from a tenner to up to several hundred pounds) at any time for any reason. The only stipulation is you must do it in a public channel on our internal system, so we can all celebrate the good things someone did for you to want to reward them.
19. 4 days extra paid leave for R&D projects.
20. Company-owned landholdings for you to train, teach and experiment upon.
21. Generous company car scheme/contributions (Teslas, etc)*.
22. Unlimited CPD fund so you can go to every course, event, conference, and qualification there is. Read that again.
23. Paid-as-You-Learn book club: get paid overtime to read important books on life, health, business and management.
24. Nando’s Friday if you work at THQ and an unlimited Pret-a-Manager coffee card if you don’t.
25. Audible, Spotify Premium or Blinkist account so you can listen to audiobooks and catch up with podcasts while you drive/work.
26. An early finish (3:00 PM) once a week for THQ staff on a day of your choosing.
27. Gym membership. We will also let you use this contribution towards fight sports, yoga, or pretty much anything that gets you up and moving.
28. Fitbit or Garmin device to help you stay active and sleep enough!
29. iPad.
30. Absolutely incredible, all expenses paid socials. You’ve probably seen or heard about them on social media.
 - From the minute you leave your front door to the minute you get home; you don’t pay for a thing. We’ve taken the whole company to Prague (3 days), Madrid (4 days) and skiing in Austria (a week). We’ve also done days and weekends in various cities, stayed in fancy hotels, chilled out at spa lodges in Norfolk, raved for days and nights at various gigs and music festivals, and had people taking part in fight sports, surfing, water parks, racing Porsches around Silverstone, and much, much more besides. Tons of opportunity to get involved in other parts of the business and/or earn generous overtime for assisting with surveys.
31. HUGE Christmas party. This is not to be missed.
32. Finally, we have a mini-social budget so people across the UK can meet up in small groups and do things—anything—so long as it doesn’t involve work.

***THE NOT-SO-SMALL-SMALL-PRINT’: some perks require the completion of probation, which is 12 months, and some obviously apply to either head office (e.g. Nando’s Friday) or remote working staff only (e.g. Teslas).**

Think this all sounds too good to be true?

Here's what senior consultant, Tom Baron, has to say about Arbtech after two weeks in his new post:

"Morning Boss. First and foremost, I just wanted to send a huge thank you for bringing me in. This week has been awesome. The job sounded too good to be true, and it's even better than it originally sounded, which is crazy! You've really got something special going here and it's no wonder to me that the staff all love it."

And don't take his word for it. Search "Arbtech Careers" online. Or check out what each employee has to say about the Arbtech experience by clicking on their profile here:

<https://arbtech.co.uk/meet-the-team/>

Summary

This is a unique opportunity to help shape the future of the most rapidly growing consultancy in the UK ecology sector.

Drop your assumptions, get in touch, and see where it takes you.

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