**Finance Administrator**

We are Arbtech – the UK’s fastest-growing and number-one ecological and arboricultural consultancy. After an incredible period of growth, we’re expanding our finance team and looking for someone who wants to be part of our mission to balance nature and progress. If that sounds like you, join us as a Finance Administrator at our head office on the outskirts of Chester.

**What You Need to Know From Us**

Below are the key details of the role:

* **Contract Type**: Permanent, full-time
* **Working Status**: Office-based
* **Salary**: £25,396 per annum plus perks

**What We Expect From You**

We’re looking for someone who:

* Has experience in finance administration
* Is highly organised with strong time management skills
* Can work efficiently under pressure and meet deadlines in a fast-paced environment
* Is proficient in Microsoft Office, including Word, Excel, and Outlook
* Can handle payments and sensitive information with care and confidentiality
* Communicates professionally and courteously, including over the phone
* Works well as part of a team and can build strong relationships with internal departments

**What the Role Involves**

Day-to-day, your responsibilities will include:

* Processing invoices
* Handling accounts and payroll administration
* Managing incoming and outgoing telephone calls
* Supporting the wider team during busy periods
* Carrying out other administrative duties as required

**Why Apply for This Role?**

This is a unique opportunity to be part of the most rapidly growing consultancy in the UK ecology sector. At Arbtech, we do things differently. We reward initiative, encourage innovation, and provide an environment where you can grow and develop.

Want to know more about what it’s like to work here? Check out all the perks of being an Arbtecher: arbtech.co.uk/wp-content/uploads/the-perks.pdf

**What Happens Next**

If this sounds like the right role for you, we’d love to hear from you. Here’s what to do next:

1. **Visit Our Careers Page** – Check out [arbtech.co.uk/careers](https://arbtech.co.uk/careers) to understand our selection process and what we expect from applicants.
2. **Apply Directly** – Send your application to dreamteam@arbtech.co.uk with the subject line "Your Name - Finance Administrator". Make sure to include your CV and a cover letter explaining why you’re the perfect fit for this role.
3. **Informal interview** - a preliminary call to tell you more about the role and discuss your fit
4. **Visit head office** - a face-to-face interview at the heart of our business