



Accounts and Office Administrator (flexible hours considered for right candidate)

Avonvale Equine Practice is an independently owned veterinary practice, based in Ratley on the outskirts of Banbury (OX15 6DT).

We are seeking an experienced Accounts and Office Administrator to join our close-knit, supportive and friendly team of 15. Although the role is full-time, we will consider flexibility on hours for the suitable candidate.

This is the perfect opportunity for an experienced, customer focused administrator who has a high level of attention to detail. The role is incredibly varied with responsibility for tasks such as client account queries, client invoicing, monitoring and management of insurance claims, daily cash reconciliation, supplier payments as well as administration tasks, race meeting vet management and reception cover during holidays. Any marketing experience would also be an advantage.

The successful candidate must demonstrate:

- A very high level of confidentiality
- Strong attention to detail and be highly organised
- A friendly and confident telephone manner
- Customer focus
- Excellent basic IT skills (Word, Excel)
- Accounts and administration experience, minimum 2 years (note: Sage and Management Accounts experience not required as we employ a Book-keeper)
- Ability to work on their own initiative
- A tenacity for problem solving

Although equine experience would be a distinct advantage, it is not essential. Office hours are 8.30am to 5.00pm and we offer 20 days holiday plus Bank Holidays and salary commensurate to experience.

Please only apply if you have the relevant necessary experience. For more information go to www.avonvaleequine.co.uk.

Send your covering email and CV to Debbie.glover@avonvaleequine.co.uk. Please ensure you include your notice period, current salary and a phone number.

Closing date – Friday 2nd August 2024.