



WILLIAM CLARENCE

EDUCATION

Job Title

Office/ Accounts Administrator - London/ Remote

The Company

[William Clarence Education](#) is one of the UK's leading education advisory and consultancy services, working with families on every aspect of their educational journey.

Our business is built around the quality and integrity of our people. With close links to former Heads of Schools and senior figures within the education industry we are proud to offer expert advice that puts each child at the centre of the process. We work with clients from all around the world, dealing last year with clients from 18 different countries. We support families moving back to the UK after a period abroad, international families having their first contact with the UK education system, as well as UK families.

Our suite of service offering begins with nursery advice for our clients with young families, through to prep and senior school placement. Our Higher Education division offers full UK University & US College Admission placement programmes, with specialist Oxbridge and Medicine Application teams.

The Role

Our Office Manager within our business will have both internal and client facing responsibilities; as well as being able to work with stakeholders across all three brands. As an education business, the right person must have a professional, warm and confident phone manner with a sense of detail and accuracy being an absolute priority, taking real pride in their work.

With a focus on administrative support across the team, this role will be mainly assisting the Head of Consultancy with a range of jobs such as scheduling client meetings, raising invoices, basic bookkeeping, help drafting reports and completing school application forms. Answering the phone and liaising with tutors, clients and external organisations will also be required.

The role requires the right person to have an organised way of approaching multiple tasks at busy times of the year with an excellent phone manner; giving an all round professional impression of the business. Previous knowledge of the UK education system is helpful but not essential as you will be provided with training.

Key Responsibilities

Office Administration

- Managing the central email accounts & phone lines, with an efficient triage to the correct internal department
- Accurate & efficient invoicing/ bookkeeping/ credit control
- Contract sending to schools, suppliers & parents
- Diary management, appointment & client meeting booking.
- Input on blog uploading and website tasks.
- Administration in support of the school placement team - school registration forms, arranging school tours

The Person

- A background in a professional office administration environment would be suitable.
- Strong working knowledge of Xero, HubSpot and Google Drive
- Experience with basic bookkeeping & accounting would be an advantage
- Strong IT skills (spreadsheets, emails, google docs) is essential
- Flexible with a "can do" attitude & keen to explore all areas of the business
- Professional phone manner with an extremely keen eye for detail

- A calm, warm, confident & reassuring personality as the first point of contact for our company.

Remuneration

- Competitive basic salary plus company bonus
- Company Pension

Applications

Please send all covering letters and CV's to info@williamclarence.com

Closing date: end of September 2022