**Part-Time Office & Finance Administrator (UK)**

**Nexus Green Ltd | London Office**

**Job Title:** Part-Time Office & Finance Administrator

**Company:** Nexus Green Ltd

**Location:** London (Victoria) – Office-Based

**Working Hours:** 3 days per week

**Reports to:** Chief Executive Officer (CEO)

**About Nexus Green**

Nexus Green is an established renewable energy company specialising in solar energy solutions, engineering, procurement and construction (EPC), project delivery and innovative financing models.

With operations internationally and a growing presence in the UK commercial and industrial (C&I) solar market, Nexus Green is committed to delivering high-quality renewable energy solutions to businesses and institutions.

We are seeking an experienced, organised and proactive **Part-Time Office & Finance Administrator** to support the efficient operation of our UK business.

**Role Purpose**

The Part-Time Office & Finance Administrator will be responsible for the smooth day-to-day administration of Nexus Green's UK office, providing essential administrative, financial and operational support to the CEO, UK Sales Manager and wider management team.

The successful candidate must have **at least 5 years of demonstrable experience covering both office administration and finance administration**, with the ability to independently manage office processes, financial records, correspondence and business documentation.

This is a hands-on position requiring excellent organisational skills, attention to detail, financial accuracy and the ability to manage multiple priorities with minimal supervision.

The role is based at our London office in Victoria, with a requirement to attend the office three days per week.

**Key Responsibilities**

**1. Office Administration & Management**

- Manage the day-to-day administrative operations of the UK office.
- Ensure efficient office systems, procedures and filing structures are maintained.
- Manage office supplies, equipment, facilities and relationships with service providers.
- Coordinate office maintenance, IT support and general operational requirements.
- Maintain organised electronic and physical filing systems.
- Manage incoming and outgoing correspondence, telephone calls and enquiries.
- Ensure all administrative activities are completed accurately and within agreed deadlines.
- Maintain office health and safety documentation and support relevant compliance requirements.

**2. Financial Administration & Record Keeping**

- Process and maintain accurate records of supplier invoices, purchase orders and business expenses.
- Assist with accounts payable and accounts receivable administration.
- Prepare customer invoices and monitor outstanding payments.
- Track supplier payments and assist with payment scheduling.
- Reconcile company credit cards, expense claims and financial transactions.
- Maintain accurate financial records and supporting documentation.
- Assist the Finance Director and external accountants with bookkeeping, financial reporting and month-end administration.
- Support the preparation and maintenance of budgets, expense reports and cash flow tracking.
- Assist with the collection and organisation of documents required for VAT returns, audits and statutory reporting.
- Maintain confidentiality and accuracy in all financial matters.

**3. Executive & Management Support**

- Provide administrative assistance to the CEO, UK Sales Manager and wider leadership team.
- Manage diaries, meetings, appointments and business schedules.
- Coordinate domestic and international travel arrangements, including flights, hotels and transportation.
- Prepare business correspondence, reports, presentations and meeting materials.
- Organise internal and external meetings, prepare agendas, record minutes and monitor follow-up actions.
- Support management with administrative tasks and business coordination as required.

**4. Sales & Commercial Administration**

- Provide administrative support to the UK sales team and commercial operations.
- Assist with the preparation, formatting and submission of quotations, proposals and tender documentation.
- Maintain accurate customer, supplier and project information within the company's CRM and document management systems.
- Track sales documentation, contracts, purchase orders and client correspondence.
- Coordinate meetings with clients, suppliers and business partners.
- Support the organisation of industry events, exhibitions and client meetings.
- Ensure commercial documentation is professionally presented and follows Nexus Green's branding guidelines.

**5. Project & Document Control**

- Maintain organised records for UK solar projects, contracts and supplier documentation.
- Track project documentation, warranties, certifications and relevant compliance records.
- Coordinate the circulation, approval and filing of business documents.
- Assist the project delivery team with administrative requirements.

- Ensure documents are accurately maintained, appropriately version-controlled and readily accessible to authorised team members.

**6. Communication & Stakeholder Coordination**

- Act as a professional point of contact for UK clients, suppliers, contractors and business partners.
- Manage office communications and respond to enquiries in a timely and professional manner.
- Coordinate communications between the UK office and Nexus Green's international operations.
- Maintain up-to-date contact databases and internal communication records.
- Handle confidential business, client and financial information with professionalism and discretion.

**Person Specification**

**Essential Requirements**

- **Minimum 5 years of proven experience in office administration and finance administration**, with practical experience in both functions.
- Demonstrable experience managing day-to-day office administration independently.
- Practical experience processing invoices, purchase orders, expenses, payment records and financial reconciliations.
- Previous experience supporting senior management or working within a busy commercial business.
- Strong bookkeeping and financial record-keeping skills, with a high level of numerical accuracy.
- Proficiency in Microsoft Office, particularly Excel, Word and Outlook.
- Experience using accounting or bookkeeping software such as Xero, Sage, QuickBooks or equivalent.
- Strong organisational skills and the ability to prioritise competing responsibilities.
- Excellent written and verbal English communication skills.

- Ability to work independently, take initiative and manage deadlines without constant supervision.
- High attention to detail and a professional approach to confidential information.
- Strong interpersonal skills and a professional telephone manner.
- **Must be able to commute reliably to Nexus Green's London office in Victoria and work on-site three days per week.**
- Legal right to work in the United Kingdom.

**Desirable Requirements**

- Experience working within renewable energy, construction, engineering or commercial project environments.
- Experience using CRM or ERP systems, particularly Odoo.
- Familiarity with UK VAT administration and basic accounting procedures.
- Experience supporting tender submissions, proposals and commercial contracts.
- Experience assisting with payroll administration and financial reporting.
- Previous experience supporting a sales team or working within a growing SME.
- Familiarity with UK GDPR and general office compliance requirements.

**Key Performance Indicators (KPIs)**

Performance will be assessed against the following objectives:

1. **Office Efficiency:** Smooth and effective daily administration of the UK office.
2. **Financial Accuracy:** Timely and accurate processing of invoices, expenses, financial records and reconciliations.
3. **Document Management:** Well-organised, accurate and accessible business and project documentation.
4. **Management Support:** Timely completion of administrative tasks and effective support to the leadership team.
5. **Commercial Support:** Accurate and timely assistance with proposals, tenders and sales documentation.

6. **Compliance & Confidentiality:** Proper handling of financial records, confidential information and administrative compliance requirements.

**Location & Working Arrangements**

This is a **part-time, office-based position requiring three working days per week** at Nexus Green's London office in Victoria.

The successful candidate must live within reasonable commuting distance or have reliable arrangements to attend the London office on the agreed working days.

The position requires someone who can work independently, manage responsibilities efficiently and provide dependable support to the UK business.

**What We Are Looking For**

We are looking for a reliable, highly organised and financially competent professional who can take ownership of the UK office's administrative and finance support activities.

The ideal candidate will have a strong background in **both office administration and finance administration**, be comfortable working with senior management and possess the initiative to identify and resolve administrative issues independently.

We particularly value candidates who are proactive, commercially aware, trustworthy and capable of maintaining the high standards expected within a growing international business.