



Job Application Pack - Finance, Installation and Office Manager

We have a vacancy for a Finance, Installation and Office Manager. This is to cover maternity leave for 12 months with a possible further full time position.

Please read the following job description and person specification. If you are interested in applying for the position, please send us a CV and covering letter. Please include information on the skills that will enable you to fulfil this vital role within Llani Solar.

The application deadline is for 13th August with interviews being held on 19th and 20th August. We will contact you by phone or email should we wish to interview you.

Purpose of job: To manage the Llani Solar office, finances and installations efficiently and professionally to facilitate the smooth running of the business.

Principle duties: To send out estimates and other information about Llani Solar as required to potential clients, using data gathered from phone surveys, online survey forms and site surveys, and enter details into the Llani Solar database.

To undertake all book-keeping, financial records and payroll (wages) using Sage software, including stock-taking, reconciling bank statements and VAT returns.

To arrange installation dates with customers, preparing and sending out invoices at each stage of the installation, and preparing customer handover documentation.

To process and check equipment orders for renewable heating installations, ensuring equipment is delivered in time for installations, and undertaking monthly stock-takes.

Writing or proofing press releases, designing and printing brochures, displays and other promotional materials using desk-top publishing software, updating Llani Solar’s website (using simple editing software – no experience required).

Developing and maintaining office administration systems and ensuring all office filing systems (paper and electronic) are maintained in a logical and systematic order.

Skills required:	Essential	Desired
Ability and experience of running an office	Yes	
Knowledge and experience of using Microsoft office software – Word, Excel, Access and Outlook	Yes	
Knowledge and experience of cash accounting, book-keeping, VAT returns and invoicing	Yes	
Knowledge and experience of using Sage Line 50 accounting software		Yes

Knowledge and experience of paying wages and liaising with HMRC	Yes	
Knowledge and experience of using Sage Payroll software		Yes
Good use of written and spoken English language, creative writing and proof-reading	Yes	
Experience of working with customers, polite and effective communicator	Yes	
Organised and methodical, good attention to detail and able to follow systems accurately	Yes	
Team working	Yes	

Llani Solar Company Profile:

Llani Solar Ltd commenced its operations by concentrating on the supply and installation of solar water heating systems. It built on the long experience of the founding director in the industry and quickly became Wales' leading installer of solar thermal technology, having installed 65% of all Low Carbon Building Program grant assisted installations in Wales (May 2009). It is also one of the largest specialist installers of solar thermal in the UK.

As a result of demand from its customers and also an expanding domestic market Llani Solar expanded its range of services to include wood fuelled heating systems and heat pumps (air source and ground source). By careful product selection, the use of the best materials and standards of workmanship, and a system tailored to any situation, the company will install a system that will provide low or zero carbon heating for any situation.

Llani Solar is one of the few companies in the UK that specialise in renewable energy for heating and is committed to providing a service that is second to none at very competitive prices. Systems are available to provide heat for domestic and commercial situations. Llanisolar Ltd. will give independent advice and recommend the best system to suit the home or business.

The Company's objectives for success is built on the established virtues of quality, service, value for money, and health and safety.

Our hallmarks of distinction are:

- A high level of direct, hands-on involvement by the company's senior management giving the reassurance of personal service and attention;
- The professional management of health and safety guaranteeing compliance with legislation and codes of good practice;
- Carrying out our operations in a way that not only protects the environment but enhances it through reducing the carbon footprint of buildings.

In addition, the company is fully accredited under the Government-backed Microgeneration Certification Scheme (MCS), enabling our customers to apply for any grants or funding that might be available. The company is a member of the Renewable Energy Association and has signed up to its REAL Assurance customer protection scheme. The company is a member of the Construction Health and Safety Scheme (CHAS) and Construction Line which enables us to install public sector projects. The company is also a registered HETAS installer, confirming that we have been trained and assessed in safety and good practice for solid fuel appliances.