

Practice Manager

Rodić Davidson Architects, Bloomsbury, London

Rodić Davidson Architects, an award winning practice based in Bloomsbury, are looking for a Practice Manager to join their friendly and creative team. The team of 12 are centrally located in a lovely courtyard environment, a stone's throw from the British Museum.

The practice specialises in design-led residential and commercial projects; with a particular specialism in heritage buildings. More information about the practice can be found at: www.rodicdavidson.co.uk.

We are looking for an organised, curious and ambitious individual with previous relevant experience within administrative roles at small/medium sized creative companies.

The Practice Manager oversees the smooth and efficient running of the practice.

The ideal candidate should have a proactive attitude, be able to multi-task and manage their time efficiently, act on their own initiative and have excellent communication skills, both written and verbal.

Essential Skills/ Duties include:

- First point of contact for internal and external queries.
- Excellent problem-solving and time management.
- Engagement with, and nurturing of, office culture and work environment.
- Excellent knowledge of Office 365, including Outlook and SharePoint.

- Financial Administration inc Bookkeeping, Payroll and Credit Control
 - o The Practice uses external accountant for Bookkeeping, Payroll and VAT and a key duty is to liaise with them on a day-to-day basis and ensure that receipts, staff expense claims and so on are processed accurately and on time.
 - o A working knowledge of typical small business finance procedures is essential
 - o Knowledge of GDPR
 - o Renewing various annual insurances

- Staff and HR
 - o Maintaining holiday and sickness records
 - o Liaising with external HR consultant
 - o Preparing staff contracts (using templates provided by external HR consultant)
 - o On-boarding new staff
 - o Keeping Practice Handbook up to date
 - o Organising CPDs, staff training and annual appraisals.
 - o Coordination of practice events, exhibitions, socials and trips.

- Office Supplies and Management
 - o Office Administration; facilities maintenance, supplies, calendar management etc.
 - o Liaising with architects when support is required; organising documents for meetings and delivery, refreshments for meetings and a myriad of other requests

We are seeking a candidate who is able to work 4 days per week (with the potential for a full-time position)

This is an exciting opportunity to join a creative and welcoming central London office in a role that can grow alongside the practice itself.

The salary offered will be commensurate with experience.

Rodić Davidson Architects is an equal opportunities employer.

All candidates must be eligible to work in the UK.

How to apply

Please submit your CV and cover letter to employment@rodicdavidson.co.uk