



ApconiX Ltd  
Alderley Park  
SK10 4TG  
[careers@apconix.com](mailto:careers@apconix.com)  
[www.apconix.com](http://www.apconix.com)

**We are recruiting an Admin & Finance Assistant (initially part time and with flexible working options)**

ApconiX is a team of world-renowned nonclinical safety experts with over 400 years of drug discovery and development expertise. We were formed in 2015 by three scientists with the drive and ambition to create a unique company. We are now looking to grow our team with the addition of an Administrative and Financial Assistant who would enjoy this busy and dynamic environment. You will need to be flexible, collaborative and highly organised and to approach your work with passion and a sense of fun. Because we are a growing company, this is a great opportunity to make a huge impact and be part of something special.

You would be based at our headquarters at Alderley Park, the UK's largest science park in the heart of the beautiful Cheshire countryside. The role is full or part time with flexible working options, including working from home when appropriate.

**The Role:** We are looking for someone with excellent administration skills and an aptitude for finance who can work alongside our Finance Manager to ensure our systems for finance, invoicing, travel, payroll and other tasks are efficient and can evolve with our growing business.

**Your Profile:** You will be highly organised, able to work to deadlines and have good attention to detail. Some understanding of business administration and finance would be preferred but is not essential since full training will be provided.

After the initial period of training, you will be expected to work both in the team and individually, ensuring finance and administrative tasks are delivered to time and quality.

**Candidate preferred requirements:**

- Knowledge of Xero
- Experience of working in business administration
- Efficient, highly organised and collaborative
- Fluent English with excellent communication skills

The position is a permanent job with a 3-month probationary period. We envisage the position will be part time in the first instance and may grow to full time as needed. We are open to flexible working. The company offers competitive pay, pension and holidays.

Salary negotiable, commensurate with experience.

**How to Apply**

Please submit a CV with covering letter to [careers@apconix.com](mailto:careers@apconix.com) by March 26<sup>th</sup> 2021. For more information, contact [julie.knight@apconix.com](mailto:julie.knight@apconix.com)