Claire Donnelly

Office Manager

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Profile

Office manager with nine years at a busy solicitors' office, six of them running it: staff, budgets, suppliers and the systems a team relies on every day. Returning after a six-year career break raising two children; kept the PTA's accounts and completed AAT Level 2 Bookkeeping and a Microsoft 365 course during the break. Looking for an office manager post, full time or four days a week.

Career break

Career break to raise two children, *Reading* **2019–2025**

- Treasurer of Hillside Primary School PTA for four years: kept the accounts for a budget of about £9,000 a year and reported to each committee meeting.
- Organised the school's summer fair with a team of 20 volunteers, raising £4,200 in 2024.

Employment

Office Manager, *Wexcombe & Hart Solicitors, Reading* **2013–2019**

- Ran the office for 32 staff: reception, post, facilities, supplies and the IT and phone suppliers.
- Managed the office budget of £180,000 a year and reported spending to the partners each month.
- Recruited, trained and appraised a team of four administrators and receptionists.
- Moved the firm's paper files to a case management system with the IT supplier, with no lost files.

Office Administrator, *Wexcombe & Hart Solicitors, Reading* **2010–2013**

Qualifications and training

- AAT Level 2 Certificate in Bookkeeping (2024)
- Microsoft 365 for the workplace, online course (2025)
- BA (Hons) English, 2:1, University of Reading (2010)

Skills

- Office budgets, supplier contracts and invoices
- Recruiting, training and appraising staff
- Microsoft 365: Outlook, Excel, Word and Teams
- Calm, clear communication with clients and staff