

Non-Secretarial Support Staff - Salary Survey Spring/Summer 2009

Accounts/Legal Finance

Job Title	Amount of Experience	Salary Range
Junior Cashier / Purchase Ledger	1-2 years	£18,000 - £23,000
Cashier / PL	Up to 5 years	£24,000 - £28,000
Senior Cashier	5 years plus	£28,000 - £32,000
Supervisor	5 years plus	£35,000 - £38,000
Manager	5 years plus	£40,000 plus
Junior Biller / Credit Controller	1-2 years	£21,000 - £25,000
Legal Biller / Credit Controller	Up to 5 years	£26,000 - £32,000
Senior Biller / Revenue Controller	5 years plus	£32,000 - £37,000
Supervisor / Coordinator	5 years plus	£37,000 - £45,000
Financial Controller	5 years plus	£50,000 - £60,000
Head of Finance	10 years plus	£70,000 plus

Marketing

Job Title	Salary Range
Marketing Administrator / Coordinator	£22,000 - £26,000
Marketing Assistant	£24,000 - £27,000
Marketing Executive	£30,000 - £38,000
Team Leader	£40,000 plus
Marketing Manager (BD/PR/Comms/CRM)	£50,000 - £60,000
Senior Manager	£60,000 - £75,000

HR

Job Title	Salary Range
HR Assistant	£25,000 - £35,000
HR Officer	£35,000 - £42,000
HR Manager	£45,000 - £55,000
Director	£70,000 plus

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Reception/Telephonist

Job Title	Salary Range
Junior Reception/Administrator	£20,000 - £23,000
Experienced Receptionist/Telephonist	£25,000 - £27,000
Supervisor	£28,000 - £31,000

Facilities

Job Title	Salary Range
Postroom	£17,000 - £20,000
Reprographics	£19,000 - £22,000
Archives	£20,000 - £23,000
Team Leader	£25,000 - £27,000
Supervisor	£30,000 - £33,000
Manager	£35,000 plus

IT

Job Title	Salary Range
1 st Line Support	£26,000 - £30,000
2 nd Line Support	£30,000 - £35,000