



2026 SALARY & HIRING GUIDE

Hertfordshire & Essex

Practical local insight for employers

Your local salary benchmark

RecruitAbility's 2026 Salary & Hiring Guide provides a practical benchmark for the office-based roles we recruit across Hertfordshire and Essex.

It is designed to help employers plan new hires, review existing salaries and understand how pay, flexibility and the overall employment package affect candidate attraction.

A competitive salary gets attention. A well-designed opportunity secures the right person.

How we compiled the guide

The ranges combine current advertised salaries, published 2026 market data and RecruitAbility's knowledge of local vacancies, clients and candidate expectations.

All figures are basic annual salaries for permanent, full-time roles. They exclude bonuses, commission and other benefits. The right figure for an individual vacancy will depend on its scope, location, working pattern and required experience.

How to read the ranges

The lower end typically reflects someone developing within the role. The middle represents a proven candidate who can perform independently. The upper end normally applies where the role includes specialist knowledge, broader accountability, team management or scarce skills.

Local variation

Salary expectations can vary significantly within each county. Employers close to London transport links often compete with outer-London salaries, while rural locations may need to compensate for limited public transport or fully office-based working.

Administration & Business Support

Job title	Hertfordshire	Essex
Receptionist	£25,000 - £29,000	£25,000 - £28,000
Administrator	£26,000 - £31,000	£25,500 - £30,000
Senior Administrator	£30,000 - £36,000	£29,000 - £35,000
Office Coordinator	£29,000 - £36,000	£28,000 - £35,000
Team Administrator	£27,000 - £32,000	£26,000 - £31,000
Personal Assistant	£31,000 - £40,000	£30,000 - £38,000
Executive Assistant	£38,000 - £52,000	£36,000 - £48,000
Office Manager	£35,000 - £47,000	£34,000 - £44,000
Business Support Manager	£40,000 - £55,000	£38,000 - £52,000

Roles involving specialist systems, regulated environments, complex clients or broader commercial responsibility will usually sit towards the upper end of the range.

Customer Service & Client Support

Job title	Hertfordshire	Essex
Customer Service Advisor	£25,500 - £30,000	£25,000 - £29,000
Customer Service Executive	£28,000 - £34,000	£27,000 - £33,000
Client Services Coordinator	£29,000 - £36,000	£28,000 - £35,000
Customer Service Team Leader	£33,000 - £40,000	£32,000 - £39,000
Customer Service Manager	£42,000 - £58,000	£40,000 - £55,000

Roles involving specialist systems, regulated environments, complex clients or broader commercial responsibility will usually sit towards the upper end of the range.

Sales & Account Support

Job title	Hertfordshire	Essex
Sales Administrator	£27,000 - £32,000	£26,000 - £31,000
Sales Support Executive	£29,000 - £36,000	£28,000 - £35,000
Internal Sales Executive	£29,000 - £40,000	£28,000 - £38,000
Account Executive	£30,000 - £40,000	£29,000 - £39,000
Account Manager	£34,000 - £48,000	£32,000 - £46,000
Business Development Executive	£32,000 - £43,000	£30,000 - £41,000
Sales Manager	£48,000 - £68,000	£45,000 - £65,000

Basic salaries are shown. Commission and bonus arrangements should be benchmarked separately, using realistic rather than theoretical on-target earnings.

Accountancy & Finance

Job title	Hertfordshire	Essex
Finance Administrator	£27,000 - £32,000	£26,000 - £31,000
Accounts Assistant	£28,000 - £34,000	£27,000 - £33,000
Accounts Payable / Receivable Assistant	£28,000 - £33,000	£27,000 - £32,000
Credit Controller	£29,000 - £35,000	£28,000 - £34,000
Payroll Administrator	£29,000 - £36,000	£28,000 - £35,000
Bookkeeper	£31,000 - £40,000	£30,000 - £38,000
Assistant Accountant	£33,000 - £42,000	£32,000 - £40,000
Management Accountant	£43,000 - £57,000	£42,000 - £55,000
Finance Manager	£50,000 - £68,000	£48,000 - £65,000

Roles involving specialist systems, regulated environments, complex clients or broader commercial responsibility will usually sit towards the upper end of the range.

Human Resources & Recruitment

Job title	Hertfordshire	Essex
HR Administrator	£27,000 - £33,000	£26,000 - £32,000
HR Coordinator	£30,000 - £36,000	£29,000 - £35,000
HR Advisor	£36,000 - £45,000	£35,000 - £44,000
Internal Recruiter	£33,000 - £44,000	£32,000 - £42,000
Talent Acquisition Specialist	£39,000 - £52,000	£38,000 - £50,000
HR Business Partner	£47,000 - £63,000	£45,000 - £60,000
HR Manager	£52,000 - £70,000	£50,000 - £67,000

Roles involving specialist systems, regulated environments, complex clients or broader commercial responsibility will usually sit towards the upper end of the range.

Marketing

Job title	Hertfordshire	Essex
Marketing Assistant	£26,000 - £32,000	£25,500 - £31,000
Marketing Executive	£31,000 - £39,000	£30,000 - £38,000
Digital Marketing Executive	£32,000 - £42,000	£31,000 - £40,000
Marketing Manager	£44,000 - £60,000	£42,000 - £58,000
Head of Marketing	£60,000 - £82,000	£58,000 - £78,000

Roles involving specialist systems, regulated environments, complex clients or broader commercial responsibility will usually sit towards the upper end of the range.

Operations, Projects & Purchasing

Job title	Hertfordshire	Essex
Operations Administrator	£27,000 - £32,000	£26,000 - £31,000
Operations Coordinator	£30,000 - £37,000	£29,000 - £36,000
Purchasing Assistant	£28,000 - £35,000	£27,000 - £34,000
Project Coordinator	£31,000 - £40,000	£30,000 - £38,000
Operations Manager	£47,000 - £68,000	£45,000 - £65,000
Head of Operations	£65,000 - £90,000	£62,000 - £85,000

Operations titles vary widely. Benchmark the actual accountability - including people, sites, budgets, systems and compliance - rather than relying on the title alone.

What we are seeing in the 2026 market

Entry-level salaries are becoming compressed

From April 2026, the National Living Wage for workers aged 21 and over is £12.71 per hour. That equates to approximately £24,785 for a 37.5-hour week or £26,437 for a 40-hour week.

This means a £25,000 salary for a 40-hour office role would fall below the statutory minimum for a worker aged 21 or over. Even where it is lawful for the hours worked, an entry salary close to minimum wage may struggle to attract candidates with established office experience.

More applications do not necessarily mean more choice

Employers may receive large volumes of applications, but many are generic, AI-generated or submitted without the required experience. Strong candidates are often managing several opportunities simultaneously and can still move quickly.

The title alone does not determine the salary

Two jobs called Administrator can require completely different levels of judgement and experience. Responsibility for clients, systems, reporting, compliance, finance or projects should be reflected in the salary.

Flexibility has a value

Candidates compare the whole opportunity: working pattern, hours, holiday, pension, parking, healthcare, development, leadership and culture. A fully office-based role may need a stronger salary or benefits package than a comparable hybrid position.

The best hiring outcomes come from the right salary, a clear process and decisive communication.

Five ways to improve hiring success

1. Set a realistic salary from the outset

Benchmark the responsibilities, not simply the job title or the salary paid to the last person.

2. Be clear about flexibility

State the office, hybrid or flexible arrangement at the beginning. Changing expectations later can lose trust and suitable candidates.

3. Keep the process moving

Good candidates frequently have several conversations in progress. Long gaps between interview stages create unnecessary risk.

4. Sell the whole opportunity

Candidates want to understand the manager, culture, progression, stability and purpose of the role - not only the list of duties.

5. Communicate confidently

Clear timescales, useful feedback and decisive offers create a stronger candidate experience and improve acceptance rates.

Recruitment starts before the vacancy. The strongest hiring decisions begin with honest market insight.

A note from RecruitAbility

RecruitAbility has been helping businesses recruit across Hertfordshire and Essex for 18 years. We understand that salary is only one part of a successful appointment.

The best person is not always the candidate who applies first, interviews best on paper or accepts the lowest salary. Successful recruitment comes from understanding the business, qualifying the opportunity properly and maintaining momentum from the first conversation to the accepted offer.

If you are planning a new hire, speak to us before setting the salary. We will give you an honest assessment of the local candidate market, likely expectations and how to position the opportunity effectively.

Better salary insight leads to better hiring decisions.

Important note

These ranges are intended as a guide and not as a substitute for benchmarking an individual vacancy. Figures were reviewed in August 2026 and may change as the market develops.

Contact RecruitAbility

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Sources & Methodology

This guide has been developed using RecruitAbility's experience of recruiting office and professional support roles across Hertfordshire and Essex. The salary ranges reflect our knowledge of local vacancies and placements, supported by a review of current advertised salaries and official UK earnings data. Figures are intended as a guide and may vary depending on location, experience, responsibilities, sector and working arrangements.

Key published sources

UK Government - National Minimum Wage and National Living Wage rates, April 2026
gov.uk/national-minimum-wage-rates

RecruitAbility's own vacancies, placements and local market experience

A review of salaries advertised directly by employers in Hertfordshire and Essex

Official regional earnings data from the Office for National Statistics

Need a tailored salary benchmark? Speak to RecruitAbility before you advertise.