

POSITION VACANT

Business Manager/ Administrator.

Job type: Full time/ part time

Salary: £18,000+

Location: Lincoln, UK

Team: Growth and delivery team

Reporting to: CEO

Closing date for applications: 13th August



Overview:

We are looking for an organised and values-driven Business Manager/ Administrator to join our growing team in Lincoln. In this role you will support the smooth running of the business and help to maintain our company's financial health, making sure we use our resources beneficially.

You will be involved in monitoring day-to-day business operations, interacting with external partners, improving business and employee performance, reviewing contracts, and analysing financial data. This includes being responsible for estimating and quoting work, generating and processing invoices, maintaining cost reports and monitoring project budgets.

This role covers finance, HR and business administration and is ideal for someone who wants to lead on the essential tasks and responsibilities that help a business to operate and function at its best. Business administration tasks will include generating reports for the management team, assisting the heads of department and the CEO with business HR and operations tasks.

Key responsibilities:

Finance

- Update financial spreadsheets with transactions
- Estimate work and provide quotations using Xero
- Support monthly payroll and keep organised records
- Generate invoices and follow up with clients, suppliers and partners
- Seek quotations from suppliers and input prices into Xero
- Input bills and supplier invoices into Xero
- Monitor central budgets and work with the account manager, project manager and budget holders to ensure projects and work is to agreed budget
- Negotiate new contracts with suppliers or customers on behalf of the company
- Provide administrative support during budget preparation and in preparing financial data and information

Business administration

- Collate management information and provide information monthly to the CEO
- Provide administrative support to the CEO and wider team
- Detect wastage and help improve efficiency
- Answer phone calls, take messages and connect calls to departments/ team members
- Scan and upload information to allow us to maintain relevant records and organise files digitally, ensuring we remain a paperless office
- Keep our project management dashboard up to date with inbound enquiries and passing to the relevant team members to follow up
- Keep our CRM up to date with client, supplier, partner information

- Act as our office manager, overseeing the smooth running of our central Lincoln office and scheduling hot desk and hybrid office working arrangements
- Manage suppliers, contractors and partners
- Undertake HR related activities such as recruitment and onboarding and reviewing and updating policies and working with our HR external partner to ensure best practice is embedded in our people strategy
- Assist the Growth team with new business and marketing activities
- Assist the delivery team to ensure our work is delivered on time, to budget and to expected standards
- Improve the quality of customer service and customer satisfaction
- Keep up to date with business administration such as laws and regulations regarding the running of a small business and ensure this is embedded in the company's operational policies and procedures.

Person specification

- Experience in finance and accounting and/or business administration.
This includes experience as a finance assistant or administrator
- Relevant qualification in business administration and/or finance and accounting is desirable
- Advanced MS Excel skills [creating spreadsheets and using financial functions]
- Familiarity with accounting software – ideally Xero – but other experience with finance digital software such as Quickbooks or Sage is suitable
- Organisational and time management skills
- Attention to detail, with an ability to spot numerical errors
- Problem solving skills
- Proven verbal and written communication skills
- Excellent filing and sorting skills and the ability to manage business correspondence
- Rapid data entry, attention to detail and good editing skills
- Ability to confidently hold meetings with high profile clients, senior management
- Negotiation skills
- Ability to operate office gadgets such as printers and copiers
- Excellent people and customer service skills.



How to apply

- Covering letter describing your experience and value you would bring to the role
- CV
- Email both letter and CV to: kelly@social-change.co.uk
- Deadline: 13th August 2021