

Business Manager

Overview – To ensure the smooth running of the business and deliver improvement to company procedures.

Key Business Responsibilities:

- Manage existing and new supplier contracts.
- Implement ISO9001 Quality Management System.
- Implement and develop Client Relationship Management software (simPRO).
- Prepare reports for Management Meetings as requested.
- Prepare KPI reports for key accounts.
- Develop onboarding procedures for new clients.
- Provide induction for new starters.
- Support tender applications (through collation of required documentation).
- Support accreditation procedures (ISO:9001, ISO:45001, NSI Gold, BAFE).
- Keep HR records up to date.
- Implement and oversee GDPR policy.
- Performance manage administration staff.

Key Financial responsibilities:

- Manage accounting software (Xero).
- Review, raise and issue customer invoices in a timely manner.
- Implement the company credit policy.
- Deal with payment/invoice queries.
- Authorise staff expenses.
- Evaluate financial performance against targets.
- Prepare and present financial reports for quarterly Management Account Meetings.

Key Skills:

- Excellent organisational skills.
- Ability to prioritise tasks and manage workload.
- Excellent interpersonal, oral and written communication skills.
- Flexibility and adaptability to changing workloads.
- Problem-solving approach to work.
- Competent use of Office 365.
- Ability to lead, mentor and manage others.

Full time permanent position

Salary – From £30,000 per annum

Company pension

28 Days holiday (including Bank Holidays)