

## Job Announcement

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<b>ROLE</b>	<b>BUSINESS MANAGER</b>
REPORTS TO	Chief Executive
SALARY	Commensurate with experience
SCHEDULE	3 days/week
LENGTH OF CONTRACT	One year renewable, including 3 month probation
START DATE	Immediate
LOCATION	70 Cowcross Street, Farringdon, London EC1M 6EJ

### ABOUT FUTURE OF LONDON

Future of London is a membership-led network for urban professionals. Our purpose is to share best practice and build skills, knowledge and connections amongst our cross-sector network. Our mission is to help London's current and future leaders navigate adversity and translate policy into the delivery of a more liveable world city: viable, functional, equitable and sustainable.

Future of London's small team works hard to deliver high-quality research, events and field trips, interwoven with our Leaders professional development programmes and Diversity network. We move fast, and offer a diverse, enjoyable and supportive workplace with great opportunities for learning and personal development.

### JOB SUMMARY

To support this small but growing organisation with accounts, governance, HR and general office management. The position reports to the Chief Executive (and through her to the Board), and involves working with the whole team.

#### Key Tasks:

- Manage Accounts – Invoicing, banking, Quickbooks, VAT tracking; liaison with accountant
- Manage Suppliers – payables, negotiated rates, contracts
- Manage Sponsor/Member payments and credit control, working with team
- Produce board reports – work with chief exec to prepare regular & strategic forecasts, P&L
- Produce/liaise with accountant on all Companies House and HMRC reports including Annual Return, Annual Report, Board Director updates and related requirements
- Coordinate HR – track contracts, leave, payroll, pension; liaison with accountant
- Support project budgeting – working with project leads to track and control project P&L
- Be alert to, and report/act on, any financial or regulatory risks or issues

#### Skills and Behaviours

- Excellent SME financial/business administration and bookkeeping skills
- Excellent written and verbal communication
- Excellent ability to manage deadlines and respond well to pressure
- Proven reliability, professionalism, discretion and trustworthiness in dealings with government, suppliers, sponsors, members, team and senior-level board directors
- Proven ability to work flexibly, part-time, with a small, diverse team

## Knowledge and Experience:

### Required:

- Qualified by accounting, business management and/or other relevant education, training and/or demonstrable successful experience
- Proven experience in successfully managing the day-to-day business of a small company or not-for-profit including grant and contract admin (full accountancy not required)
- Proven experience in and understanding of all relevant financial, governance, accounting and reporting requirements, including Companies House, HMRC, pensions
- Software (this will be tested): Excellent Quickbooks, Excel, Word skills

### Recommended/Desirable:

- Experience with rapid organisational growth
- Experience working with public- and private-sector clients/partners
- Experience with or interest in Future of London's focus areas (regeneration, housing, infrastructure, local economic development)

To apply, please send a **current, job-related CV, cover letter** and **references** to the contact below and request an application form (this form is also available on our website at:

<http://www.futureoflondon.org.uk/get-involved/job-opportunities/>

<b>Contact:</b>	Sabrina Belle: <a href="mailto:sabrina@futureoflondon.org.uk">sabrina@futureoflondon.org.uk</a>
<b>Closing date:</b>	<b>Friday, August 25th 5:00PM</b>
<b>Interviews:</b>	w/c August 29th
<b>Start date:</b>	ASAP