Vacancy: Business Manager, The Institute for Turnaround

We are looking for an engaging and organised individual to join us as Business Manager.

The Institute for Turnaround (The IFT) is the UK’s leading membership organisation for turnaround experts. Our members and corporate partner organisations **help underperforming businesses avoid unnecessary insolvencies. IFT members preserve jobs and livelihoods, uphold local industries, protect economic value and strengthen public service organisations.**

You will have experience in office/business administration and/or managing projects, with strong engagement and organisational skills. Key role objectives include:

* Budget and finance
	+ oversight of invoicing
	+ liaison with bookkeeper and accountant
	+ secretary to finance committee
	+ supporting the CEO in the annual budget process, in association with the company accountant
* To oversee office contracts: office lease, equipment, IT, Web hosting
* Oversight of website and CRM in association with colleagues (on the basis of devolved authorship)
* To lead on the work of the Fellows, planning and coordinating Fellows committee meetings including minuting, managing actions
* Lead on audit process: liaison with auditors, responding to enquiries
* Diary support to the CEO
* Governance support:
	+ Overseeing the AGM with support from colleagues
	+ Ensuring provision of regular Companies House returns (confirmation statement and accounts)
	+ To provide board secretariat: assembling and despatch of board papers, minuting, forward plan

Salary: £35,000 - £40,000 (dependent on experience)

35-hour week with flexible working as required.

A mixture of remote and office-based working in London (Near Bank Station)

**Skills Required:**

* Highly organised, strong project management skills
* Ability to plan towards agreed objectives
* Effective administrator, comfortable using standard office software
* Experience of supporting financial processes, invoicing, and liaison with accounting professionals
* Ability to understand and deliver effective governance processes
* Excellent written and verbal communication skills
* Persuasive, credible, comfortable in dealing with senior company executives
* Experience in using multiple communication channels
* Ability to understand the turnaround sector and new developments

.**Application:** Submit CV and a short covering letter to info@the-ift.com

No agencies please.

**Closing date: 9th September 2024**