

Business Manager

We are an entrepreneurial financial technology and mathematical modelling company advising and supplying software to major financial institutions.

We seek a full-time business manager to run the office, maintain company records and assist in a wide range of tasks including planning and arranging travel, monitoring and reconciling payments, purchasing supplies, maintaining company and financial records, website management etc.

The candidate should be energetic, positive and self-starting and should have a genuine interest in the challenges of running a business within a small team.

Depending on the capabilities of the recruited employee, the role could expand to include activities such as managing consulting projects and seeking new clients.

We will consider applications either from candidates with relevant experience in business administration or from graduates with a keen interest in business and ambition to work in a dynamic small company environment.

All applicants should:

- have very good academic qualifications including a degree
- be precise and meticulous in their approach to work
- be numerate and confident working with financial data
- have excellent written and spoken English and be comfortable drafting emails and letters
- be proficient with Microsoft Office applications including Word Excel and PowerPoint
- have permission (through visa or nationality) to work in the UK

Remuneration will be dependent on experience and qualifications.

Applicants should submit a CV and cover letter to jobs@riskcontrollimited.com
Suitable references will be required for short-listed candidates.