

## Assistant Business Manager

**Job Title:** Assistant Business Manager

**Working For:** Risk Control

**Location:** Soho, London

**Salary:** £35,000 - £40,000

### About our company

Risk Control is an entrepreneurial risk consultancy and FINTECH company working on highly topical regulatory, risk and financial modelling topics. Our clients include major public and private sector financial institutions and public authorities worldwide.

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

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 individual, the role could expand to include activities such as seeking new clients, delivering proposals and assisting client projects.

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.

### Responsibilities

- Streamlining daily business operations, ensuring that all administrative tasks are executed efficiently
- Helping establish and maintain office procedures
- Handling, organising and storing business documentation, maintaining high levels of accuracy and confidentiality
- Completing daily and monthly bank reconciliations
- Supporting the preparation of management accounts, VAT returns and R&D claims
- Maintaining accurate financial records and databases
- Creating invoices and monitoring payments
- Calculating wages, processing payroll and maintaining payroll records
- Maintaining and managing CRM (Customer Relationship Management) systems
- Updating the company website
- Proofing proposals and reports
- Supporting senior management with projects when needed

## **Candidate profile**

- Good academic qualifications including a degree
- Enthusiastic and energetic
- Keen to solve problems and contribute ideas
- Proficient in using financial software and systems such as Xero
- Attention to detail and accuracy in financial data handling and record-keeping
- Excellent organisational skills and ability to prioritise tasks effectively
- Able to work collaboratively within a team
- Excellent written and spoken English and be comfortable drafting emails and letters
- Proficient with Microsoft Office applications including Word, Excel and PowerPoint

Interviews will be held on a rolling basis.

Start Date: Immediately

Please send a covering letter outlining how you meet the specification along with your CV to [admin@riskcontrollimited.com](mailto:admin@riskcontrollimited.com)