

Business Manager

Job Title: Business Manager

Working For: Risk Control

Location: Piccadilly Circus, London

Salary: £40,000 - £60,000 (depending on experience)

About our company

Risk Control Limited is an entrepreneurial risk consultancy and software company working with major public and private sector financial institutions, multilateral and public institutions, regulators and other organisations.

We are a small, professional and highly collaborative team. Individuals become involved in a wide range of activities and to can make a meaningful contribution to the development of the business.

We are looking for a Business Manager to join the company in a broad role combining business administration and operations with commercial and business-development activities. The precise balance of the role will depend on the experience, strengths and interests of the successful candidate.

This is a full-time, office-based position, working five days per week from our London office. The collaborative nature of the role does not allow for remote or hybrid working.

The Role

The Business Manager will work closely with senior members of the company and the wider team across two main areas.

Business administration and operations

Responsibilities may include:

- Helping to manage the day-to-day administration and smooth running of the business.
- Maintaining company, financial and other business records.
- Monitoring payments, invoices and expenditure and assisting with financial administration.
- Planning and arranging travel, meetings and other business activities.
- Managing suppliers, subscriptions, purchasing and general office requirements.
- Supporting HR, recruitment and other internal administrative processes.
- Maintaining and improving internal business procedures and records.
- Assisting with the company website, communications and marketing activities.
- Supporting the organisation and administration of consulting and software projects.

Commercial and business development

The role will also provide an opportunity to contribute directly to the growth of the company. Activities may include:

- Working closely with senior staff to identify and develop new business opportunities.
- Supporting the development and implementation of sales and business-development strategies.
- Maintaining awareness of developments in the financial sector and the markets in which Risk Control operates.
- Identifying relevant tender and procurement opportunities.
- Coordinating and helping to prepare high-quality proposals, bids and other client materials.
- Supporting relationships with existing and prospective clients.
- Assisting with marketing, communications and the promotion of Risk Control's consulting and software activities.
- Helping to develop new client relationships and commercial opportunities.

Candidate profile

We are open to candidates from a range of backgrounds. You might be:

- An aspiring or experienced business manager looking for a varied role in a small professional company;
- Someone with experience in business development, sales, professional services or client management who also enjoys the organisational side of running a business;
- Returning to work after a career break and looking for a role in which previous professional experience and transferable skills will be valued; or

The successful candidate is likely to be

- Highly organised, reliable and able to take ownership of tasks.
- Precise and meticulous in their approach to work.
- Numerate and comfortable working with financial and commercial information.
- An excellent written and verbal communicator, with strong English.
- Comfortable drafting and reviewing professional emails, documents, proposals and other business materials.
- Commercially minded and interested in developing new business and client relationships.
- Confident using Microsoft Office, particularly Word, Excel and PowerPoint.
- Able to manage a varied workload and move comfortably between detailed administrative work and broader commercial activities.
- Positive, practical and self-starting.
- A strong team player who enjoys working in a small and collaborative environment.
- Professional and comfortable dealing with clients, colleagues and external organisations.

Experience of financial services, consulting, software, professional services or public institutions would be useful but is not essential.

Interviews will be held on a rolling basis.

Preferred start date: Immediate

After carefully checking our requirements and verifying that you meet the desired profile, please send a covering letter and CV to admin@riskcontrollimited.com