



Job description - Business Manager & Personal Assistant

Bookkeeping and accounting

- Establish and maintain robust internal processes to ensure the timely, up to date and accurate provision of financial information for the veterinary and training arms of the company each month.
- Ensure the completeness and accuracy of sales invoicing and credit notes through timely reconciliation of sales ledger to independent records – participant lists / records of visits etc.
- Ensure compliance with VAT guidelines, to include international services and invoicing regulations and completion of quarterly VAT returns.
- Credit control ensuring the approach is suitable and tailored to the circumstances.
- Receive and record staff expense claims and purchase ledger expenses accurately.
- Process supplier invoices and generate bi-monthly or monthly payment runs to be checked and authorised by the Company Director.
- Ensure bank statement transactions are accurately recorded on a timely basis and perform monthly bank reconciliations.
- Maintain compliance with relevant laws and regulations, including Anti-Money Laundering, General Data Protection Regulations (GDPR) and PCI.
- Liaise directly with the company accountants in the preparation of the annual accounts.
- Take responsibility for generating budgets, forecasts and KPIs to assist in the development of the business.

Human Resource Support

- Maintain employment Terms & Conditions for all team members including employees and external consultants.
- Ensure team members are made aware of changes to business processes and regulatory requirements affecting their work.
- Record timesheets, sick leave and holidays and liaise closely with the payroll service provider to ensure staff are paid accurately and on time.
- Edit and maintain company policies and ensure that all team members have access to the information and comply with the processes.

Office Administration

- Establish and maintain robust internal processes to ensure the smooth operation of the company.
- Act as the first Point of Contact for incoming queries and direct stakeholders to the appropriate team member for assistance.
- Provide calendar management for the Company Director and other team members to make maximum use of their time taking into consideration travel time and mode of transport.
- Undertake travel bookings from door-to-door including national and international travel.
- Booking conferences for employees
- Coordinate marketing material for consideration in advance of publication and proof-reading text provided by other team members.
- Provide general office administrative support to include (but not limited to) tasks such as filing and light office cleaning