

<b>Job Description</b>	
<b>Job Title:</b>	Account Administrator, BCC Business Council
<b>Contract type:</b>	Full time, permanent
<b>Reporting line:</b>	Director of Partnerships
<b>Salary range:</b>	£28,000 per annum, (depending on skills and experience)
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>• 25 days holiday entitlement, increasing by 1 day each year up to a maximum of 27 days plus 8 statutory bank holidays. Company pension offering: 10% Employer pension contribution, 5% employee pension contribution.</li> <li>• Private Medical Insurance Scheme (PMI) or Westfields Cash Plan.</li> <li>• Death in service x 3 of your salary.</li> <li>• Season Ticket Loan.</li> </ul>
<b>Hours of work:</b>	Monday to Friday, 35 hours per week. Flexibility depending on partnership delivery.
<b>Location:</b>	Remote working and London, St James Park with at least 2 days in the office per week or event delivery dependent.
<b>Department:</b>	Partnerships Team.
<b>About the company:</b>	<p>The British Chambers of Commerce (BCC) is one of the UK's leading business organisations. It is the national body for a powerful and influential network of 53 Accredited Chambers of Commerce. At this critical time for business and the country, BCC has been an influential voice on a range of issues. We are ambitious about growing our impact and reach on behalf of our members. The Chambers are private organisations that sit at the heart of their local business community providing representation, services, information and guidance to its members.</p> <p>The BCC also works closely with a growing global network of British Chambers of Commerce and other business organisations that are affiliate members of the BCC. Further details can be found on the BCC website: <a href="http://www.britishchambers.org.uk">http://www.britishchambers.org.uk</a>.</p> <p>This is an exciting opportunity to work for one of the UK's leading business organisations in a fast paced and highly stimulating environment.</p>
<b>Overview of the role:</b>	<p>The BCC is seeking an experienced Accounts Administrator to join our dynamic team and take on the administration of our newly formed BCC Business Council and to provide support to the wider partnerships team.</p> <p>The BCC Business Council, comprised of prominent UK business leaders, will work together, and with Chambers, to design and drive the future of the British economy. The BCC Business Council partners will be uniquely placed to shape the BCC's policy and influencing, with the BCC Business Council forming part of the organisation's new national offer to businesses.</p>

	This role will involve building and maintaining strong relationships with business leaders and their support teams.
<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Manage email/phone enquiries from up to 25 Business Council members.</li> <li>2. Manage the contracting process for new Business Council members.</li> <li>3. Support the Director of Partnerships with tasks related to the management of the Business Council and other partnership administration tasks.</li> <li>4. Diarise Business Council meetings and events with internal and external stakeholders and members.</li> <li>5. Compile and circulate packs to Business Council members in advance of events and engagements.</li> <li>6. Manage the invitation process for BCC events that Business Council members are invited to attend.</li> <li>7. Take notes at select Business Council engagements and write them up for external circulation.</li> <li>8. Liaise with team members in other departments to ensure that Business Council member's queries are dealt with promptly and efficiently.</li> <li>9. Maintain the CRM with all Business Council communications.</li> <li>10. Keep Business Council accounts and contacts up to date on the CRM.</li> <li>11. Produce value statements for Business Council members, using the CRM, at renewal.</li> </ol>
<b>Person specification:</b>	<p>The BCC is seeking someone with a partnerships background with strong administration skills.</p> <p>Key attributes include:</p> <ul style="list-style-type: none"> <li>• Ability to multitask and juggle several responsibilities simultaneously.</li> <li>• Effectively manage the competing needs of a variety of partners.</li> <li>• Strong written and verbal communication skills.</li> <li>• Excellent organisational skills and attention to detail.</li> <li>• Proven track record of receiving positive customer feedback.</li> <li>• Process driven with attention to detail.</li> <li>• Computer literate with digital ability and flexibility to learn new packages and applications.</li> <li>• Keen learner and good work ethic.</li> <li>• Team player and willing to learn from peers and colleagues.</li> <li>• Good time management and communication skills.</li> </ul>
<b>Computer literacy skills:</b>	<p>Microsoft proficiency: Outlook, Word, Excel</p> <p>Experience with CRM systems is essential</p>
<b>Next steps:</b>	<p>Please apply by sending a CV and covering letter to <a href="mailto:applications@britishchambers.org.uk">applications@britishchambers.org.uk</a></p> <p>Appointment to be made ASAP. Please include your notice period, if applicable, in your application.</p>

