



Citizens Advice Southampton

wishes to recruit

a Business Manager

Hours: 15 hours per week (to be worked flexibly in line with governance and other meeting requirements, see some key dates below)

Salary: up to £29,250 FTE negotiable, depending on experience

Contract type: Permanent

Location: primarily based in our Southampton office, with potential for some remote working

Citizens Advice Southampton is a local charity providing free, independent, confidential and impartial advice to over 7,000 people in Southampton every year on any problems they might face.

We are an equal opportunities employer and encourage applications from all applicants who meet the person specification irrespective of sex, gender reassignment, marriage or civil partnership status, pregnancy and maternity, sexual orientation, race, religion or belief, age, or disability.

The Role

Working closely with and reporting to our Chair of Trustees and Chief Officer, the Business Manager will ensure our organisation maintains the highest governance standards, meets statutory obligations and Citizens Advice membership requirements. The role will also include providing secretariat service to our Board of Trustees at regular ordinary meetings and also the Annual General Meeting, and in addition supporting the Chief Officer at external meetings.

About You

You will have demonstrable experience of team leadership and effective business management with a methodical approach to meeting deadlines and key dates. You will also need to have working knowledge of charity governance and experience of providing secretariat support to decision making boards.

Strong written communication skills and the ability to use and maintain Office 365 systems and associated software packages are essential.

How to Apply

For a job pack, please contact evint@sotoncab.org.uk.

Applications will be by CV and covering letter in the first instance. Closing date for applications is **9am Tuesday 10th May**, with interviews expected to be held the following week.

Key Dates

1. Trustee Board Meetings. Held on the fourth Wednesday of each month between 5.30pm and c.7.30pm with the exception of August and December.
2. Declaration of Interests. Form to be completed by all Trustees annually, usually 1st April each year in time for new financial year (and in time for audit around June/July)
3. Annual General Meeting (or any Special General Meeting) - 21 days' notice to all members required with agenda items. Also advertisement in local paper 7 days prior to the meeting.