

Business Manager
London

FirstBank UK is a globally recognised, successful bank who provide world-class services to various institutions and individuals. Offering a comprehensive range of retail and corporate financial services/products, this thriving business boasts over 10 million active customers in over 700 business locations. Due to business requirements, we are now looking to acquire the services of an experienced Business Manager to provide technical and operational support to the Executive Director of Business Development.

- Office hours are Monday-Friday, 9am-5pm with a 1-hour lunch.

Key Responsibilities:

- Effectively collate & analyse information on a particular subject, utilising various internal/external resources whilst working across the Bank.
- Assist the Executive Director of Business Development (EDBD) with preparing business plans, reports and presentations.
- Prepare and review relevant MI; provide data analysis to support operational and strategic decisions.
- Conduct research on information that would feed into reports and presentations prepared for the EBDB.
- Draft operational & technical documentation in line with processes & procedures.
- Actively assist with the implementation of processes, projects & activities across the Bank.
- Support with business planning tasks e.g. meeting preparation, agendas etc.
- Successfully identify & implement the automation of data analysis & reporting for the EBDB.
- Prepare & review relevant MI.

Key Skills/Experience:

- Previous experience working with C-Suite Executives within a similar environment.
- Previous experience within Banking/Financial Services.
- Excellent communication skills both verbal & written.
- Ability to work effectively under pressure in a fast-paced environment.
- Previous experience identifying & delivering process improvements.
- IT literate with excellent knowledge of Microsoft suite.
- Previous project management experience would be desirable, however not essential.

In return we offer a fantastic benefits package including:

- Up to 10% employer pension contribution
- Life Assurance Cover
- Income protection
- Private Medical Insurance plan (upon successful completion of probation period)
- Contribution to glasses/contacts and eye testing
- Gym subsidy (up to £50 per month)



- Cycle to work scheme
- Employee Assistance Program
- Interest Free season ticket loan for travel
- Birthday Leave
- 25 days annual leave, rising to 28 after 3 years and 30 after 8 years' service
- Give As You Earn (GAYE)