



## Job Description: Office Manager

The Office Manager is a pivotal new role at British Bobsleigh and Skeleton Association (BBSA) that has key day-to-day responsibilities in managing the office environment. The Office Manager will be responsible for various functions across the business to ensure its smooth running as we prepare for the Milan Cortina Olympics in 2026.

The role is suited to someone with strong administration and communication skills; who is highly organised and motivated; and who can prioritise a high volume of work, using their own initiative in a hands-on and diverse role.

### About You

- Previous experience of office management essential.
- Previous experience with accounting software highly advantageous (specifically Sage).
- Excellent levels of numeracy and literacy.
- Excellent organisational skills, with the ability to prioritise and work to tight deadlines.
- Appreciates the importance of accuracy and pays close attention to detail when handling key information.
- Able to communicate confidently and adapt communication style accordingly.
- Able to work independently using own initiative but values working collaboratively within a team.
- Works effectively and enjoys a fast-paced environment with a desire to exceed expectations.
- Willingness to improve company processes as well as personal skills.
- Exceptional sense of integrity.
- Strong IT skills with experience of using Microsoft Office applications, specifically Excel (with the ability to manipulate multiple sources/large volumes of data) and also Word, Outlook, Teams, PowerPoint and SharePoint.

### Roles & Responsibilities

#### Operations

- Develop and maintain strong relationships with the University of Bath Facilities Manager.
- Lead the day-to-day management of the Elite Training Centre facilities:
  - BBSA office: ensure a safe and healthy work environment by arranging general upkeep and supply of sundries/consumables.
  - Push Track: ensure all sporting facilities are maintained to a high standard and fit for purpose.
- Liaise with the University of Bath regarding any maintenance/health and safety requirements.
- Maintain equipment contracts such as mobile phones.
- Arrange University of Bath parking permits as necessary.

#### Finance

- Daily book-keeping within Sage50.
- Purchase ledger: raise purchase orders, process supplier invoices and generate bank payments.
- Sales ledger: issue sales invoices and credit control.
- Processing of expense claims and credit card transactions.
- Assisting with internal and external audit requests.

## HR

- Update contact details for staff.
- Assist with the issue, use and return of equipment used by staff, such as phones and laptops.

## General Administration

- Serve as the primary point of contact for internal and external enquiries:
  - Take responsibility for the shared “office” inbox and respond accordingly.
  - Deal with face-to-face enquiries.
  - Deal with post and deliveries (in and out).
- Maintain the BBSA’s filing system, both on paper and within SharePoint.
- Tasks as requested by the Board (eg taking minutes and arranging the Annual Celebration event).

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

**Salary Scale:** Circa £33,000

**Other Benefits:** Company pension; on-site parking; 25 days annual leave plus public holidays

**Accountable to:** Director of Finance and Operations

**Place of work:** You will be based at the BBSA offices at the University of Bath. It is expected that most of the working time will be in person at the office, but some home-based working will be possible over time.

**Hours of work:** This is a full-time role with an average of 40 hours per week (normally Monday to Friday, 9.00am – 5.30pm with a half-hour for lunch, but you will be required to work hours as necessary to carry out your duties).

**How to apply:** Please send your CV and cover letter to [office@thebbsa.co.uk](mailto:office@thebbsa.co.uk)

**Closing date:** Friday 11<sup>th</sup> October (midday)

**Interviews:** Monday 21<sup>st</sup> or Tuesday 22<sup>nd</sup> October